

390 Washington State Historical Society

Operating Budget

2015 - 2017

September 25, 2014

2015-17 Operating Budget Request

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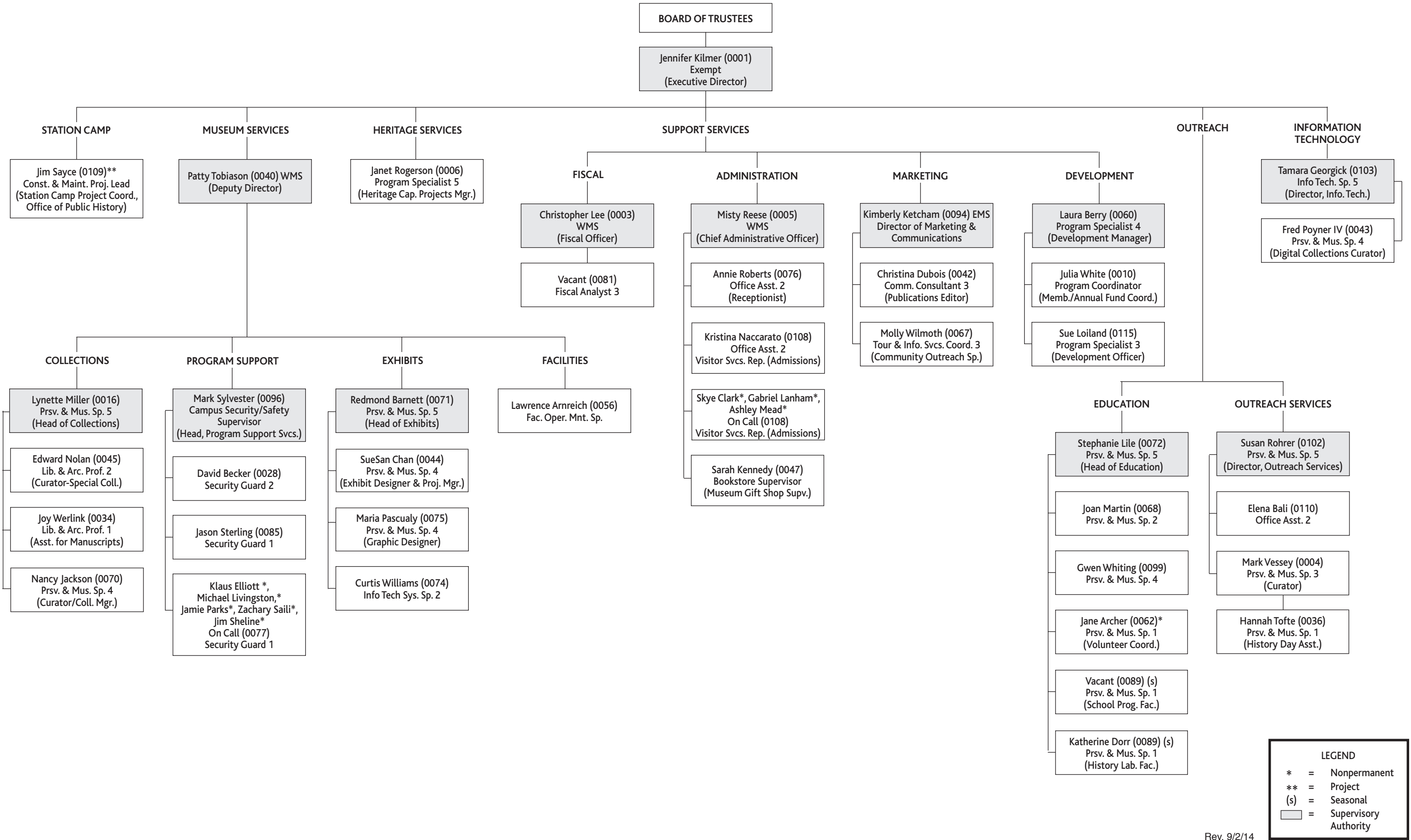
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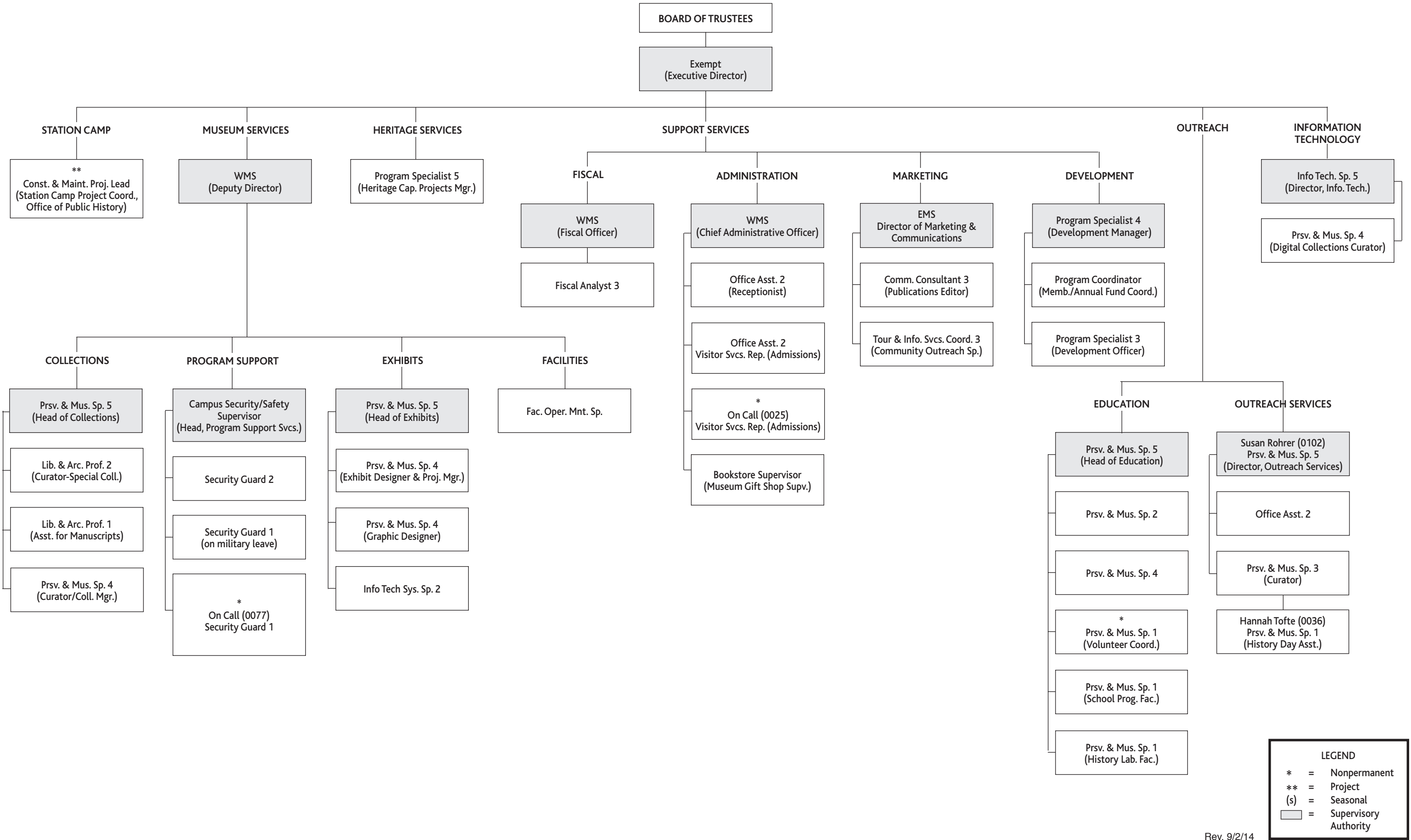
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WASHINGTON STATE HISTORICAL SOCIETY



WASHINGTON STATE HISTORICAL SOCIETY



ACT001 - Agency Activity Inventory by Agency**Washington State Historical Society**

*Appropriation Period: 2015-17 Activity Version: 1A - Agency Request Sort By: Activity
Dollars through Maintenance Level only*

390 - Washington State Historical Society**A001 Acquire and Maintain Historic Collection**

The Washington State Historical Society collects, catalogs, and preserves artifacts, manuscripts, maps, ephemera, photographs, digital imagery, and books that are irreplaceable and related to the interpretation of our state's history.

Account	FY 2016	FY 2017	Biennial Total
FTE			
001-1 State	3.0	3.0	3.0
184-6 Non-Appropriated	0.7	0.6	0.7
FTE Total	3.7	3.6	3.7
001 General Fund			
001-1 State	\$268,678	\$274,515	\$543,193
184 Local Museum Account - Washington State Historical Society			
184-6 Non-Appropriated	\$42,666	\$43,094	\$85,760

Statewide Result Area: Prosperous Economy

Statewide Strategy: Provide stewardship of cultural and recreational assets

Expected Results

Two and three dimensional historical items significant to Washington State History made available to the public through exhibits, programs, educational curriculum, the Web, and on-site research.

002679 Two and three dimensional historical items significant to Washington State History catalogued per American Alliance of Museums.			
Biennium	Period	Actual	Target
2015-17	Q8		200
	Q7		200
	Q6		200
	Q5		200
	Q4		200
	Q3		200
	Q2		200
	Q1		200
Performance Measure Status: Under Review			

*Appropriation Period: 2015-17 Activity Version: 1A - Agency Request Sort By: Activity
Dollars through Maintenance Level only*

A002 Agency Administration

The Society's administration provides executive leadership, policy development, strategic, business, and succession planning, budget and accounting services, human resource management, risk management, and records retention.

Account	FY 2016	FY 2017	Biennial Total
FTE			
001-1 State	4.0	4.0	4.0
001 General Fund			
001-1 State	\$563,273	\$521,155	\$1,084,428
184 Local Museum Account - Washington State Historical Society			
184-6 Non-Appropriated	\$61,182	\$40,000	\$101,182

Statewide Result Area: Prosperous Economy

Statewide Strategy: Ensure access to and participation in cultural and recreational opportunities

Expected Results

Board of trustees, agency managers, and state policymakers have confidence in management-provided information and can rely on it to make decisions.

002680			
Biennium	Period	Actual	Target
2015-17	A3		100%
	A2		100%
Performance Measure Status: Under Review			

001734 Number of the state audit findings			
Biennium	Period	Actual	Target
2013-15	A3		0
	A2	2	0
2011-13	A3	2	0
	A2	2	0
Performance Measure Status: Approved			

A003 Statewide Outreach

ACT001 - Agency Activity Inventory by Agency**Washington State Historical Society**

*Appropriation Period: 2015-17 Activity Version: 1A - Agency Request Sort By: Activity
Dollars through Maintenance Level only*

The Society engages organizations, agencies, tribes and communities statewide through outreach and effective partnerships using Heritage Capital Grants, Vancouver Fort National Historic Reserve, Women's History Consortium, history conferences, and technical advice and training for local heritage organizations

Account	FY 2016	FY 2017	Biennial Total
FTE			
001-1 State	3.0	3.0	3.0
184-6 Non-Appropriated	0.5	0.5	0.5
FTE Total	3.5	3.5	3.5
001 General Fund			
001-1 State	\$212,171	\$211,364	\$423,535
184 Local Museum Account - Washington State Historical Society			
184-6 Non-Appropriated	\$109,000	\$109,395	\$218,395

Statewide Result Area: Prosperous Economy

Statewide Strategy: Ensure access to and participation in cultural and recreational opportunities

Expected Results

Local heritage organizations, local agencies, and tribal governments are able to restore and build heritage facilities by using Heritage Capital Projects Fund grants. Local heritage organizations are provided technical assistance through electronic newsletters and notices, workshops, conferences, traveling exhibits, and individual consultations.

000155 Number of students participating in National History Day.			
Biennium	Period	Actual	Target
2013-15	A3		6,000
	A2	5,890	6,000
2011-13	A3	8,891	5,500
	A2	5,777	5,500
Performance Measure Status: Approved			

ACT001 - Agency Activity Inventory by Agency**Washington State Historical Society**

*Appropriation Period: 2015-17 Activity Version: 1A - Agency Request Sort By: Activity
Dollars through Maintenance Level only*

000128 Number of traveling exhibit attendees			
Biennium	Period	Actual	Target
2013-15	Q8		3,000
	Q7		3,000
	Q6		3,000
	Q5		3,000
	Q4	10,121	3,000
	Q3	5,381	3,000
	Q2	4,950	3,000
	Q1	6,300	3,000
2011-13	Q8	16,122	3,000
	Q7	15,023	3,000
	Q6	1,049	3,000
	Q5	1,378	3,000
	Q4	2,200	3,000
	Q3	4,919	3,000
	Q2	3,594	3,000
	Q1	2,690	3,000
Performance Measure Status: Approved			

001735 Percentage of heritage grant projects requiring reappropriation			
Biennium	Period	Actual	Target
2013-15	A3		30%
	A2	37.85%	50%
2011-13	A3	21.5%	45%
	A2	59.8%	55%
Performance Measure Status: Approved			

A004 Museum Experience

Exhibits of the long-term and temporary variety at the museums in Tacoma and Olympia; circulation of traveling exhibits statewide; school field trip services; visitor services; civic events; and public programs.

*Appropriation Period: 2015-17 Activity Version: 1A - Agency Request Sort By: Activity
Dollars through Maintenance Level only*

Account	FY 2016	FY 2017	Biennial Total
FTE			
001-1 State	6.9	6.9	6.9
184-6 Non-Appropriated	1.0	1.0	1.0
FTE Total	7.9	7.9	7.9
001 General Fund			
001-1 State	\$350,192	\$352,560	\$702,752
184 Local Museum Account - Washington State Historical Society			
184-6 Non-Appropriated	\$289,677	\$290,466	\$580,143

Statewide Result Area: Prosperous Economy

Statewide Strategy: Ensure access to and participation in cultural and recreational opportunities

Expected Results

Museum exhibit attendees can learn the importance of state, local, and national history through educational exhibits, programs, and events.

000107 Good or Excellent rating for overall experience in the customer survey			
Biennium	Period	Actual	Target
2013-15	A3		90%
	A2	89%	90%
2011-13	A3		90%
	A2	93%	90%
Performance Measure Status: Approved			

Appropriation Period: 2015-17 Activity Version: 1A - Agency Request Sort By: Activity
Dollars through Maintenance Level only

000082 Number of museum visitors for both the Washington State History Museum and the Washington State Capital Museum			
Biennium	Period	Actual	Target
2013-15	Q8		19,500
	Q7		19,500
	Q6		19,500
	Q5		19,500
	Q4	19,968	19,500
	Q3	16,023	19,500
	Q2	18,244	19,500
	Q1	15,093	19,500
2011-13	Q8	17,214	22,750
	Q7	15,644	22,750
	Q6	18,582	22,750
	Q5	14,705	22,750
	Q4	19,738	22,750
	Q3	17,569	22,750
	Q2	16,995	22,750
	Q1	13,782	22,750
Performance Measure Status: Approved			

A005 Member, Donor and Public Relations

The Society seeks earned and contributed income through a wide variety of sources and activities, promotes the Society and its offerings through media relations, advertising, social media, and community outreach.

Account	FY 2016	FY 2017	Biennial Total
FTE			
184-6 Non-Appropriated	5.7	5.7	5.7
184 Local Museum Account - Washington State Historical Society			
184-6 Non-Appropriated	\$349,611	\$360,883	\$710,494

Statewide Result Area: Prosperous Economy

Statewide Strategy: Enhance awareness of cultural and recreational opportunities

Expected Results

Increase use of Historical Society's offering across a broader geographical base and increase private financial support for the Society.

ACT001 - Agency Activity Inventory by Agency**Washington State Historical Society**

*Appropriation Period: 2015-17 Activity Version: 1A - Agency Request Sort By: Activity
Dollars through Maintenance Level only*

001737 Non-state income as a percentage of total operating budget			
Biennium	Period	Actual	Target
2013-15	A3		35%
	A2	40.7%	35%
2011-13	A3	44.6%	27%
	A2	32.1%	27%
Performance Measure Status: Approved			

001740 Non-state income earned and raised			
Biennium	Period	Actual	Target
2013-15	A3		\$1,120,000
	A2	\$1,323,733	\$1,120,000
2011-13	A3	\$1,479,861	\$950,000
	A2	\$988,522	\$950,000
Performance Measure Status: Approved			

001736 Number of members			
Biennium	Period	Actual	Target
2013-15	A3		2,150
	A2	2,086	2,150
2011-13	A3	1,980	2,150
	A2	1,520	2,150
Performance Measure Status: Approved			

A006 Facilities Operation

The Society maintains, operates, and secures the facilities, grounds, and infrastructure support systems in Tacoma and Olympia. It also provides for utilities, security services, special event support, and custodial care.

ACT001 - Agency Activity Inventory by Agency**Washington State Historical Society**

*Appropriation Period: 2015-17 Activity Version: 1A - Agency Request Sort By: Activity
Dollars through Maintenance Level only*

Account	FY 2016	FY 2017	Biennial Total
FTE			
001-1 State	5.9	5.9	5.9
184-6 Non-Appropriated	1.0	1.0	1.0
FTE Total	6.9	6.9	6.9
001 General Fund			
001-1 State	\$712,447	\$722,662	\$1,435,109
184 Local Museum Account - Washington State Historical Society			
184-6 Non-Appropriated	\$194,421	\$195,844	\$390,265

Statewide Result Area: Prosperous Economy

Statewide Strategy: Ensure quality cultural and recreational experiences

Expected Results

Ensure a safe, secure, clean, and well-maintained environment for staff, public, and collections preservation and improve energy efficiency of buildings.

000160 Good or Excellent rating for facility cleanliness in the customer survey.			
Biennium	Period	Actual	Target
2013-15	A3		91%
	A2	97%	91%
2011-13	A3		90%
	A2	93%	90%
Performance Measure Status: Approved			

000153 Maintain accreditation from the American Association of Museums			
Biennium	Period	Actual	Target
2013-15	A3		100%
	A2	100%	100%
2011-13	A3	100%	100%
	A2	100%	100%
Performance Measure Status: Approved			

A008 Providing interactive Educational Experiences

ACT001 - Agency Activity Inventory by Agency**Washington State Historical Society**

*Appropriation Period: 2015-17 Activity Version: 1A - Agency Request Sort By: Activity
Dollars through Maintenance Level only*

WSHS provides an interactive education experience by presenting historical artifacts and programs that are relevant to today's modern society. These activities include National History Day, field trips, history boxes and exhibit related programs for K-12 students and the public at large.

Account	FY 2016	FY 2017	Biennial Total
FTE			
001-1 State	2.0	2.0	2.0
184-6 Non-Appropriated	1.5	1.5	1.5
FTE Total	3.5	3.5	3.5
001 General Fund			
001-1 State	\$210,810	\$214,455	\$425,265
184 Local Museum Account - Washington State Historical Society			
184-6 Non-Appropriated	\$125,358	\$129,722	\$255,080

Statewide Result Area: Prosperous Economy

Statewide Strategy: Ensure access to and participation in cultural and recreational opportunities

Expected Results

Washington K-12 students participate in museum programs and utilize museum resources that help school districts facilitate instruction of the common core standards. K-12 students statewide develop analytical, research and presentation skills through participation in National History Day. Scholars, students and the general public have access to collections, curriculum, and research tools with information about Washington history 24/7. Washington citizens have access to lifelong learning opportunities through WSHS exhibits

000155 Number of students participating in National History Day.			
Biennium	Period	Actual	Target
2013-15	A3		6,000
	A2	5,890	6,000
2011-13	A3	8,891	5,500
	A2	5,777	5,500
Performance Measure Status: Approved			

ACT001 - Agency Activity Inventory by Agency**Washington State Historical Society**

*Appropriation Period: 2015-17 Activity Version: 1A - Agency Request Sort By: Activity
Dollars through Maintenance Level only*

000154 Number of students served by on-site classes			
Biennium	Period	Actual	Target
2013-15	Q8		4,750
	Q7		4,750
	Q6		4,750
	Q5		4,750
	Q4	8,381	4,750
	Q3	4,920	4,750
	Q2	2,260	4,750
	Q1	548	4,750
2011-13	Q8	7,545	4,750
	Q7	4,867	4,750
	Q6	2,530	4,750
	Q5	560	4,750
	Q4	6,154	4,750
	Q3	3,354	4,750
	Q2	1,097	4,750
	Q1	977	4,750
Performance Measure Status: Approved			

Grand Total

	FY 2016	FY 2017	Biennial Total
FTE's	35.2	35.1	35.2
GFS	\$2,317,571	\$2,296,711	\$4,614,282
Other	\$1,171,915	\$1,169,404	\$2,341,319
Total	\$3,489,486	\$3,466,115	\$6,955,601

BASS - BDS033

State of Washington

**Agency Performance Measure
Incremental Estimates for the Biennial Budget**

Agency: 390 Washington State Historical Society Budget Period: 2015-17

Activity: A003 Statewide Outreach

Output Measures 000128 Number of traveling exhibit attendees

				<u>FY 2016</u>	<u>FY 2017</u>
PL	A0	Close Capital Museum and Programs	(12,000.00)	(12,000.00)
PL	N3	Restore Outreach Activities		12,000.00	12,000.00

Output Measures 000155 Number of students participating in National History Day.

				<u>FY 2016</u>	<u>FY 2017</u>
PL	A0	Close Capital Museum and Programs	(6,000.00)	(6,000.00)

Activity: A004 Museum Experience

Output Measures 000082 Number of museum visitors for both the Washington State History Museum and the Washington State Capital Museum

				<u>FY 2016</u>	<u>FY 2017</u>
PL	A0	Close Capital Museum and Programs	(2,000.00)	(2,000.00)

Activity: A005 Member, Donor and Public Relations

Outcome Measures 001737 Non-state income as a percentage of total operating budget

				<u>FY 2016</u>	<u>FY 2017</u>
PL	A0	Close Capital Museum and Programs	(3.30%)	(3.30%)
PL	N0	Restore the National History Day		1.60%	1.60%
PL	N3	Restore Outreach Activities		1.00%	1.00%
PL	N4	Restore/Lease Capital Museum		0.70%	0.70%

Output Measures 001740 Non-state income earned and raised

				<u>FY 2016</u>	<u>FY 2017</u>
PL	A0	Close Capital Museum and Programs	(109,000.00)	(109,000.00)
PL	N0	Restore the National History Day		52,000.00	52,000.00
PL	N3	Restore Outreach Activities		32,000.00	32,000.00
PL	N4	Restore/Lease Capital Museum		25,000.00	25,000.00

BASS - BDS033

State of Washington

**Agency Performance Measure
Incremental Estimates for the Biennial Budget**

Agency: 390 Washington State Historical Society Budget Period: 2015-17

Activity: A008 Providing Interactive Educational Experiences

Output Measures 000155 Number of students participating in National History Day.

			<u>FY 2016</u>	<u>FY 2017</u>
PL	A0	Close Capital Museum and Programs	(6,000.00)	(6,000.00)
PL	N0	Restore the National History Day	6,000.00	6,000.00

Agency: 390 - Washington State Historical Society

Budget Period: 2015-17

Activity Inventory Indirect Cost Allocation Approach

Agency: Washington State Historical Society

Allocation Method: Total indirect costs were allocated to activities based on the number of FTEs in each activity.

	% Allocation Received	\$ Allocated FY 1	\$ Allocated FY 2	Total Allocated
1. Acquire and Maintain Historic Collection	11%	17,875	17,875	35,750
2. Agency Administration	11%	17,875	17,875	35,750
3. Statewide Outreach	10%	16,250	16,250	32,500
4. Museum Experience	22%	35,750	35,750	71,500
5. Member, Donor and Public Relation	16%	26,000	26,000	52,000
6. Facilities Operation	20%	32,500	32,500	65,000
8. Providing Interactive Educational Experiences	10%	16,250	16,250	32,500
TOTAL	100%	162,500	162,500	325,000



2013-2017 Strategic Plan

WASHINGTON STATE HISTORICAL SOCIETY

VISION

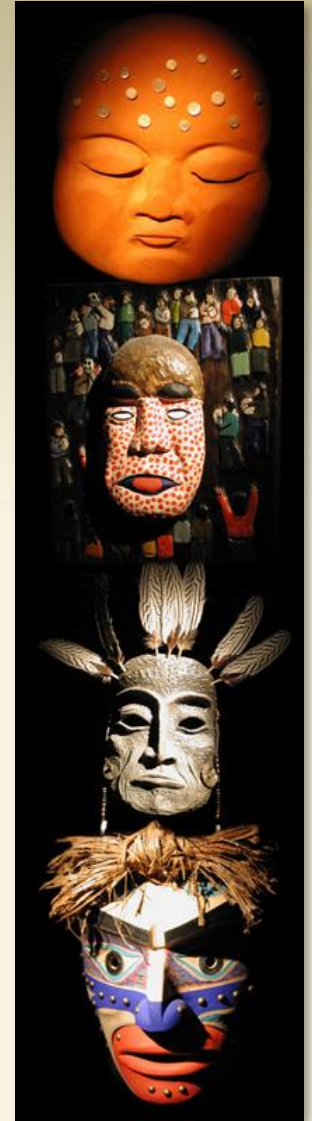
- To be Washington's flagship historical organization and constant champion for the value and utility of studying history, that of our state especially.



WASHINGTON STATE HISTORICAL SOCIETY

MISSION

By connecting personal, local, regional and national stories to the universality of the human experience, and collecting materials from our state that help tell those stories, we will make the Washington State Historical Society indispensable to the people of Washington and a vital part of state government.



WASHINGTON STATE HISTORICAL SOCIETY

VALUES

- Innovation
- Stewardship
- Integrity
- Accountability
- Service
- Inclusiveness
- Scholarship
- Relevance



MUSEUM EXPERIENCE

Development and procurement of engaging long term and special exhibits; provision of high quality visitor services and public programs.



Major Goals: (1) Produce and display museum exhibits of the highest quality that engage visitors and build historical inquiry skills; (2) Provide a robust schedule of public programs that engage diverse, multi-generational audiences; (3) Be a welcoming community center.



Key Objectives: (1) Create and implement a diverse program of exhibits maintaining a two+ year planning schedule; (2) Develop partnerships with sister-institutions to support special partnered exhibits that reduce costs and/or generate income; (3) Continue Third Thursday and community free days (MLK Day, Veteran's Day, In the Spirit); (4) Establish a calendar of audience-building public programs that supports membership growth and increased attendance; (5) Identify and support community-partnered programs that enhance the museum experience and build community; (6) Create and implement plan for enhancing the visitor experience (on-site and online) through technology, mobile applications and web 2.0 approaches.



Performance Measures: Number of museum visitors; excellence ratings for exhibit quality, educational value, and entertainment value in the annual visitor survey.

SUBACTIVITIES

- Visitor services
- Long-term exhibits
- Temporary exhibits
- Special partnered exhibits
- Public programs
- Capital Museum education and exhibits
- WHO/WEB services

EDUCATIONAL EXPERIENCE

School field-trip services, online educational curriculum, National History Day, Interpretive Planning



Major Goal: (1) To be the premier Washington State history resource for K-12 classrooms; (2) To provide opportunities to build historical inquiry skills for students statewide.



Key Objectives: (1) Develop organizational interpretive plan; (2) Serve 20,000+ students through on-site programs; (3) Continue to provide access to online curriculum modules and publications; (4) Evaluate the need for additional curriculum modules and/or publications, implement as necessary; (5) Grow participation in National History Day by 5% within 2 years, 15% within 5 years



Performance Measures: Number of students participating in National History Day; Number of students participating in on-site programs

SUBACTIVITIES

National History Day
School programs
Online education services

HERITAGE OUTREACH

Heritage Capital Grants program; technical advice to local heritage organizations; traveling exhibit program; Castles Program; Women's History Consortium; Fort Vancouver National Historic Reserve



Major Goal: (1) Support the capital needs of heritage organizations, tribal governments, public development authorities, and local government agencies that interpret and preserve Washington's history and heritage statewide; (2) Be a champion for the preservation and interpretation of state and local history statewide.



Key Objectives: (1) Manage the Heritage Capital Projects Fund and ensure the efficient and effective use of state resources to meet Fund goals; (2) Develop cooperative partnerships that support the promotion of heritage at sister-institutions and public sites statewide; (3) Provide professional and accessible resources and training for local and regional heritage organizations, museums, and heritage-focused public agencies statewide.



Performance Measures: Number of visitors to WSHS traveling exhibits at partner venues; percentage of heritage projects requiring reappropriation.

SUBACTIVITIES

Heritage outreach programs

CCRH/Vancouver National Historic Reserve

Women's History Consortium

Traveling exhibits

COLLECTIONS MANAGEMENT

Collect, catalog, preserve and make accessible original artifacts, manuscripts, maps, ephemera, photographs, and digital imagery



Major Goal: (1) Maintain AAM Accreditation standards in collections management; (2) Maximize accessibility to the Society's collections for internal and public use;



Key Objectives: (1) Catalogue 80% of the collection in advance of the application for reaccreditation; (2) Improve digital access to artifact and special collections; (3) Conduct pre-planning study for expansion of the Research Center or identify alternative solution for collections storage space constraints (ie alternate location);



Performance Measures: Percentage of the collection catalogued; maintain AAM accreditation.

SUBACTIVITIES

Collections
Development and
Management

Research and
interpretive services

Collections access
services

DEVELOPMENT and MEMBERSHIP

Implement annual and major giving programs, Coordinate sponsorship and grant-writing efforts; Manage and promote membership program.



Major Goals: (1) Reduce reliance upon state funding through increase earned and contributed income; (2) Cultivate deeper local, state, and national relationships with current and potential supporters.



Key Objectives: (1) Increase contributed income 200% by 2017 through creation and implementation of a comprehensive development plan that incorporates annual fund, major gifts, planned giving, corporate and foundation giving strategies. (2) Increase earned income by 25% by 2017 through membership and audience-building activities (e.g. programs, special events, and participatory museum strategies) and rental and group tour promotions (3) Increase outreach to existing museum supporters through personal communications and one-on-one meetings (5) Create and implement a plan to cultivate new Society supporters from diverse communities and institutions both locally and statewide; (6) Investigate and implement creation of separate supporting foundation.



Performance Measures: Number of members; non-state income as a percentage of total operating budget and in absolute dollars

SUBACTIVITIES

Member services

Fundraising events

Development activities

Earned Income

MARKETING and PR

Manage organization-wide communications; conduct media relations and other promotional activities; oversee and coordinate advertising efforts; publish *Columbia Magazine* and *Explore-It* newsletter; manage social media



Major Goals: (1) Increase awareness of WSHS and its programs among existing supporters and new audiences



Key Objectives: (1) Establish and re-enforce organizational brand; (2) Update website in 2013 to improve visitor experience and support administrative efficiencies ;(3) Plan and implement targeted PR and advertising campaigns to support major exhibits and programs; (4) Increase distribution of *Columbia Magazine* 10% within 3 years (print or digital).



Performance Measures: Number of museum visitors; number of unique visitors and page views to discrete sections of the WSHS web portal; *Columbia Magazine* subscriptions

SUBACTIVITIES

Communication services
Columbia Magazine
WHO/Web services

FACILITIES OPERATIONS

Maintain, operate, and secure the facilities, grounds, and infrastructure support systems in Tacoma and Olympia; utilities; security services; special events support; custodial care.



Major Goals: (1) Provide sufficient space and ensure a safe, welcoming, clean, and well-maintained building environment for the collections, visiting public, and staff; (2) preserve the state's investment in our facilities.



Key Objectives: (1) Stay current in execution of preventative projects at all WSHS properties; (2) continue to implement energy savings concepts; (3) evaluate sustainability of Olympia location; (4) Plan and implement upgrade of lobby in Tacoma facility; (5) Plan and begin implementation of Great Hall upgrade.



Performance Measures: Excellence rating for cleanliness in annual customer survey; maintain AAM accreditation.

SUBACTIVITIES

Facilities maintenance
 Utilities expenditures
 Museum security services
 Special events support
 Custodial and grounds maintenance
 Capital Museum facilities maintenance and support

BASS - BDS024

State of Washington
Recommendation Summary

Agency: **390 Washington State Historical Society**

5:57:47PM

9/25/2014

Dollars in Thousands

	Annual Average FTEs	General Fund State	Other Funds	Total Funds
2013-15 Current Biennium Total	34.0	4,263	2,297	6,560
CL AA Legal Services Adjustment		1		1
CL AB Biennialize Employee PEB Rate		92	19	111
CL AC Biennializes the Step M costs		1		1
CL AD Biennializes CTS Service Change		(1)		(1)
Total Carry Forward Level	34.0	4,356	2,316	6,672
Percent Change from Current Biennium		2.2%	.8%	1.7%
Carry Forward plus Workload Changes	34.0	4,356	2,316	6,672
Percent Change from Current Biennium		2.2%	.8%	1.7%
M2 8R Retirement Buyout Costs		56		56
M2 8U Utility Rate Adjustments		50		50
M2 8Z State Audit Service -unfunded		41		41
M2 97 Merit System Increments		13	25	38
Total Maintenance Level	34.0	4,516	2,341	6,857
Percent Change from Current Biennium		5.9%	1.9%	4.5%
PL A0 Close Capital Museum and Programs	(3.5)	(424)	(218)	(642)
PL A1 Efficiencies Reductions	(1.8)	(253)		(253)
PL N0 Restore the National History Day	1.5	119	104	223
PL N1 Restore Administrative & IT Support	1.0	140		140
PL N2 Graphic Design Support	1.0	105		105
PL N3 Restore Outreach Activities	1.8	190	64	254
PL N4 Restore/Lease Capital Museum	0.2	114	50	164
PL P1 Fiscal Staff Addition	1.0	107		107
Subtotal - Performance Level Changes	1.2	98		98
2015-17 Total Proposed Budget	35.2	4,614	2,341	6,955
Percent Change from Current Biennium	3.5%	8.2%	1.9%	6.0%

M2 8R Retirement Buyout Costs

We are seeking \$55,500 for the estimated retirement costs for six retirement eligible staff in the next biennium. We are estimating the costs using the average costs of the last biennium's actual costs and this biennium's estimated costs.

We cannot absorb these retirement costs because we are a small agency and do not have any reserve capacities due to the several budget reductions our agency suffered in the last two biennia.

M2 8U Utility Rate Adjustments

We are seeking an additional \$49,720 to fund the utilities costs increases for the three buildings we manage.

Energy and other utilities (water, sewer & waste water] costs for our agency were increased by 5% on average this biennium. This increase is in addition to the average 9% increases in the previous biennium.

Our utility companies are projecting another 5% increase for the next biennium.

M2 8Z State Audit Service -unfunded

We are seeking \$41,000 to fund the unfunded portion of the fiscal 2014 state audit service costs.

The legislature appropriated \$17,000 for the audit services as a part of the 2014 supplemental operating budget. However, the actual audit costs were \$58,000 or \$41,000 costs overrun.

M2 97 Merit System Increments

We are seeking \$5,642 for the state general fund portion of the step increase.

We have several positions that are entitled to merit system increments. The total costs including the local fund portion is \$14,819. The data is from the Salary Projection System.

PL A0 Close Capital Museum and Programs

In order to meet the required 15% reduction in operating budget, this package proposes to close the State Capital Museum and Outreach Center to the public, eliminate public programs at that location, and sell the building. This package would eliminate lectures, public movie viewings, special events (such as Christmas at the Mansion), and exhibits at that location. Outreach programs currently operated out of the Lord Mansion such as the Pacific Northwest History Conference, technical workshops, and the Women's History Consortium would be eliminated. Additionally, public use of the facility through facility rentals would cease. The Lord Mansion, where the museum is housed, would be sold as surplus property, as there would no longer be a need for the facility once all programs are eliminated in that location.

PL A1 Efficiencies Reductions

In order to meet the required 15% reduction in operating budget this decision package proposes to make staffing reductions and decrease spending on information technology maintenance. Specifically, two staff positions would be eliminated and IT network maintenance investments would be decreased.

PL N0 Restore the National History Day

National History Day is a program that serves students in grades 6-12 in Washington. Each year, a theme is offered and students develop an exhibit, paper, website, documentary film, or original play through which they interpret and explore a historical topic that addresses that year's theme. Students compete at the school, regional, state, and national level through this program. The program teaches research methods, historical inquiry techniques, critical thinking, and other important skills. In 2014, 5,890 students participated in National History Day in Washington. This package would ensure continued funding for this program.

PL N1 Restore Administrative & IT Support

This decision package proposes to retain an Administrative Assistant 2 position at the State History Museum, as well as current IT infrastructure maintenance levels. This position serves as a receptionist, but more importantly, as a support position to the fiscal office by performing cash receipting and duties.

PL N2 Graphic Design Support

This decision package proposes to create 1 FTE with the classification of Graphic Designer, to replace the Preservation and Museum Specialist 4 position proposed for elimination in a separate package. This position is proposed as a lesser expensive option to the Preservation and Museum Specialist 4 position, and one that better meets our needs as an agency.

PL N3 Restore Outreach Activities

This decision package proposes to restore outreach programs currently operated out of the Lord Mansion such as the Pacific Northwest History Conference, technical workshops, and the Women's History Consortium. These outreach programs enable the Society to serve heritage organizations and endeavors throughout the state, in addition to furthering history scholarship of statewide importance, such as women's history.

PL N4 Restore/Lease Capital Museum

Due to prior budget cuts, the State Capital Museum housed in the Lord Mansion is now open only one day a week. The 9,000 sq. ft. building houses three part-time staff persons who are focused on outreach activities and local public programs, and the State Parks collections in the basement. This decision package proposes exploring leasing excess space in the State Capital Museum in order to offset operating costs for the agency, and to potentially create an important source of earned revenue.

PL P1 Fiscal Staff Addition

WSHS received two audit findings related to internal controls in 2014. The findings stem from insufficient staffing in the agency's fiscal office, preventing adequate oversight and compensating controls to minimize risk. The agency's ability to reconcile accounts, segregate duties, and introduce compensating controls such as third party verification are extremely limited given only two staff members in the fiscal office. The agency has compensated for this limited staffing by assigning certain fiscal duties to administrative, security and education staffing, which has reduced productivity in their respective departments. This package requests an additional fiscal analyst II for the fiscal office to ensure that WSHS is able to meet state standards in fiscal practices without sacrificing productivity and efficiency in the organization. The outcome we expect is achievement of best practices in fiscal management and no further audit findings for the agency.

Agency Budget Request Decision Package Summary**(Lists only the agency Performance Level budget decision packages, in priority order)****Agency: 390 Washington State Historical Society**9/25/2014
6:17:05PM**Budget Period: 2015-17****Decision Package****Code****Decision Package Title**

PL-A0	Close Capital Museum and Programs
PL-A1	Efficiencies Reductions
PL-N0	Restore the National History Day
PL-N1	Restore Administrative & IT Support
PL-N2	Graphic Design Support
PL-N3	Restore Outreach Activities
PL-N4	Restore/Lease Capital Museum
PL-P1	Fiscal Staff Addition

BASS - BDS017

State of Washington
Decision Package

FINAL

Agency: **390 Washington State Historical Society**

Decision Package Code/Title: **8R Retirement Buyout Costs**

Budget Period: **2015-17**

Budget Level: **M2 - Inflation and Other Rate Changes**

Recommendation Summary Text:

We are seeking \$55,500 for the estimated retirement costs for six retirement eligible staff in the next biennium. We are estimating the costs using the average costs of the last biennium's actual costs and this biennium's estimated costs. We cannot absorb these retirement costs because we are a small agency and do not have any reserve capacities due to the several budget reductions our agency suffered in the last two biennia.

Fiscal Detail

Operating Expenditures	<u>FY 2016</u>	<u>FY 2017</u>	<u>Total</u>
001-1 General Fund - Basic Account-State	27,750	27,750	55,500
Total Cost	27,750	27,750	55,500

Package Description:

Our agency has experienced unusually high number of senior staff retiring the last three years due to the aging of our staff. We had three senior staff retiring last biennium that cost our agency \$86,000 in retirement buy-out and we will incur another \$25,000 in this biennium with two staff retiring.

We will have six retirement eligible staff in our payroll in the next biennium and we are seeking \$55,500 for the estimated retirement costs. We are estimating the costs using the average costs of the last biennium's actual costs and this biennium's estimated costs. We cannot absorb these retirement costs because we are a small agency and do not have any reserve capacities due to the several budget reductions our agency suffered in the last two biennia.

Narrative Justification and Impact Statement

What specific performance outcomes does the agency expect?

Not applicable

Performance Measure Detail**Activity:****Incremental Changes**

No measures submitted for package

Is this decision package essential to implement a strategy identified in the agency's strategic plan?

No

Does this DP provide essential support to one or more of the Governor's Results Washington priorities?

No

What are the other important connections or impacts related to this proposal?

None

What alternatives were explored by the agency, and why was this alternative chosen?

None

What are the consequences of adopting or not adopting this package?

[Consequences of not adopting this package]

We will not be able to hire replacement staff until our budget can absorb the retirement buy-out costs, which takes up to four months. We will lose the continuation of services during that time; in addition, we lose the retiring staff's valuable working knowledge of the position because we do not have any incumbents to learn from the retiring staff without impacting the incumbent's own ongoing works. Our agency simply does not have any reserve resources in staffing or funding due to the state fiscal crisis for the last two biennia.

What is the relationship, if any, to the state's capital budget?

None

What changes would be required to existing statutes, rules, or contracts, in order to implement the change?

None

Expenditure and revenue calculations and assumptions

We are using the average of :

Biennium 13 actual cost of \$86,000 and Biennium 15 estimated cost of \$25,000, for \$55,500.

Fund will be allocated to agency administrative activities until actual events occur.

Here is the retirement eligible position list and the estimated maximum costs:

LIBRARY & ARCHIVAL PROFESSIONAL 1	\$8,000
LIBRARY & ARCHIVAL PROFESSIONAL 2	\$13,000
PRESERVATION & MUSEUM SPECIALIST 4	\$7,000

PRESERVATION & MUSEUM SPECIALIST 5,a	\$12,000
PRESERVATION & MUSEUM SPECIALIST,5,b	\$13,000
WMS Band 2	\$15,000
Total	\$68,000

Which costs and functions are one-time? Which are ongoing? What are the budget impacts in future biennia?

This is a one-time cost.

<u>Object Detail</u>	<u>FY 2016</u>	<u>FY 2017</u>	<u>Total</u>
B Employee Benefits	27,750	27,750	55,500

BASS - BDS017

State of Washington
Decision Package

FINAL

Agency: **390 Washington State Historical Society**

Decision Package Code/Title: **8U Utility Rate Adjustments**

Budget Period: **2015-17**

Budget Level: **M2 - Inflation and Other Rate Changes**

Recommendation Summary Text:

We are seeking an additional \$49,720 to fund the utilities costs increases for the three buildings we manage. Energy and other utilities (water, sewer & waste water] costs for our agency were increased by 5% on average this biennium. This increase is in addition to the average 9% increases in the previous biennium. Our utility companies are projecting another 5% increase for the next biennium.

Fiscal Detail

Operating Expenditures	<u>FY 2016</u>	<u>FY 2017</u>	<u>Total</u>
001-1 General Fund - Basic Account-State	24,860	24,860	49,720
Total Cost	24,860	24,860	49,720

Package Description:

We are seeking additional funds, 10% of our Biennium 13 utilities costs, to fund the utilities costs for the three buildings we manage. Energy and other utilities costs for our agency were increased by 5% on average this biennium. This increase is in addition to the average 9% increases in the previous biennium. The Tacoma city utilities projects another 5% increase in the new biennium. We were able to absorb the major portion of the past increases by working with utility companies in energy conservation measures. However, we may be running out of the available conservation tools.

Our energy consumptions are higher than the comparable state facilities because we operate museum and artifacts collection storage facilities where we need to maintain consistent temperature and humidity for our collections' preservation throughout the year.

Narrative Justification and Impact Statement

What specific performance outcomes does the agency expect?

Not applicable

Performance Measure Detail**Activity:****Incremental Changes**

No measures submitted for package

Is this decision package essential to implement a strategy identified in the agency's strategic plan?

One of our goals is to provide sufficient space and ensure a safe, welcoming, clean, and well-maintained building environment for the collections, visiting public, and staff.

To achieve this goal, we need to maintain consistent temperature and humidity for our collections' preservation throughout the year. Hence, the utility is one of the main costs to achieve the goal.

Does this DP provide essential support to one or more of the Governor's Results Washington priorities?

No

What are the other important connections or impacts related to this proposal?

None

What alternatives were explored by the agency, and why was this alternative chosen?

We were able to absorb the major portion of the past three biennia's increases by working with utility companies in energy conservation measures. However, we may be running out of the available conservation tools.

What are the consequences of adopting or not adopting this package?

[Consequences of not adopting this package]

We will defer routine facilities maintenance works to fund these utilities costs increases. This action may increase our capital budget request for the future biennia.

What is the relationship, if any, to the state's capital budget?

Our agency will have savings in future capital costs by not redirecting the facilities maintenance funds to cover the budget shortfall in utilities.

What changes would be required to existing statutes, rules, or contracts, in order to implement the change?

None

Expenditure and revenue calculations and assumptions

An average 5% increase in this biennium and another 5% increase in the next biennium. Data is from utility company's account representative.

Which costs and functions are one-time? Which are ongoing? What are the budget impacts in future biennia?

This package contains only ongoing costs.

<u>Object Detail</u>		<u>FY 2016</u>	<u>FY 2017</u>	<u>Total</u>
E	Goods\Other Services	24,860	24,860	49,720

BASS - BDS017

State of Washington
Decision Package

FINAL

Agency: **390 Washington State Historical Society**

Decision Package Code/Title: **8Z State Audit Service -unfunded**

Budget Period: **2015-17**

Budget Level: **M2 - Inflation and Other Rate Changes**

Recommendation Summary Text:

We are seeking \$41,000 to fund the unfunded portion of the fiscal 2014 state audit service costs. The legislature appropriated \$17,000 for the audit services as a part of the 2014 supplemental operating budget. However, the actual audit costs were \$58,000 or \$41,000 costs overrun.

Fiscal Detail

Operating Expenditures	<u>FY 2016</u>	<u>FY 2017</u>	<u>Total</u>
001-1 General Fund - Basic Account-State	41,000	0	41,000
Total Cost	41,000		41,000

Package Description:

The legislature appropriated \$17,000 for the audit services as a part of the 2014 supplemental operating budget. However, the actual audit costs were \$58,000 as of July 31, 2014 or \$41,000 costs overrun.

Narrative Justification and Impact Statement

What specific performance outcomes does the agency expect?

Not applicable

Performance Measure Detail**Activity:****Incremental Changes**

No measures submitted for package

September 24, 2014

Is this decision package essential to implement a strategy identified in the agency's strategic plan?

Not applicable

Does this DP provide essential support to one or more of the Governor's Results Washington priorities?

No

What are the other important connections or impacts related to this proposal?

None

What alternatives were explored by the agency, and why was this alternative chosen?

We didn't explore any alternative for this item. We think this is a basic state central services cost and should be funded from OFM's central service fund allocation.

What are the consequences of adopting or not adopting this package?

[Consequences of not adopting this package]

We will try to arrange a suitable payment schedule with the state auditor.

What is the relationship, if any, to the state's capital budget?

None

What changes would be required to existing statutes, rules, or contracts, in order to implement the change?

None

Expenditure and revenue calculations and assumptions

Based on the actual charge through July 2014.

Which costs and functions are one-time? Which are ongoing? What are the budget impacts in future biennia?

This is a one-time cost.

<u>Object Detail</u>	<u>FY 2016</u>	<u>FY 2017</u>	<u>Total</u>
E Goods\Other Services	41,000		41,000

BASS - BDS017

State of Washington
Decision Package

FINAL

Agency: **390 Washington State Historical Society**

Decision Package Code/Title: **97 Merit System Increments**

Budget Period: **2015-17**

Budget Level: **M2 - Inflation and Other Rate Changes**

Recommendation Summary Text:

We are seeking \$5,642 for the state general fund portion of the step increase.

We have several positions that are entitled to merit system increments. The total costs including the local fund portion is \$14,819. The data is from the Salary Projection System.

Fiscal Detail

Operating Expenditures	<u>FY 2016</u>	<u>FY 2017</u>	<u>Total</u>
001-1 General Fund - Basic Account-State	4,370	8,820	13,190
184-6 Local Museum Acct-Wa St Hist Soc-Non-Appr	6,915	18,404	25,319
Total Cost	11,285	27,224	38,509

Package Description:

We have several positions that are entitled to merit system increments. The data is based on the Salary Projection System. The state fund portion of the increase is \$5,622 and the local fund portion is \$9,177.

Narrative Justification and Impact Statement

What specific performance outcomes does the agency expect?

Not applicable

Performance Measure Detail

Activity:

Incremental Changes

September 24, 2014

No measures submitted for package

Is this decision package essential to implement a strategy identified in the agency's strategic plan?

Not applicable

Does this DP provide essential support to one or more of the Governor's Results Washington priorities?

No

What are the other important connections or impacts related to this proposal?

None

What alternatives were explored by the agency, and why was this alternative chosen?

No alternatives were explored. We are a small agency with less than 50 FTEs.

What are the consequences of adopting or not adopting this package?

This is one of the OFM mandated adjustments to the current service level budget.

What is the relationship, if any, to the state's capital budget?

None

What changes would be required to existing statutes, rules, or contracts, in order to implement the change?

None

Expenditure and revenue calculations and assumptions

See the attached report from the Salary Project System.

Which costs and functions are one-time? Which are ongoing? What are the budget impacts in future biennia?

This package contains only ongoing costs.

<u>Object Detail</u>	<u>FY 2016</u>	<u>FY 2017</u>	<u>Total</u>
A Salaries And Wages	9,788	23,690	33,478
B Employee Benefits	1,497	3,534	5,031
Total Objects	11,285	27,224	38,509

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SPS005

Salary Projection System Incremental Report for Merit System (PID) Increases

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Projection File: 15B B15 Positions at 5/29/2014**Agency:** 390 Washington State Historical Society**Biennium:** 2015-17**Starting Fiscal Month:** 01 - July**Projection Run Date:** 05/30/2014**Position File:** 15B B15 Positions at 5/29/2014**Filter:** No filter applied**Sort By:** Account-Type by Agency**Account-Type:** 184-6 Local Museum Acct-WA ST Hist Soc-Nonappropriated Fur**Increments:** Yes**6767:** Yes**General Salary Increase:** Yes**Funded:** No

Fiscal Year 2016	<u>July</u>	<u>August</u>	<u>September</u>	<u>October</u>	<u>November</u>	<u>December</u>	<u>January</u>	<u>February</u>	<u>March</u>	<u>April</u>	<u>May</u>	<u>June</u>	<u>Total</u>
AA State Classified	141	141	242	242	430	430	684	684	684	734	816	816	6,044
Salary Total	141	141	242	242	430	430	684	684	684	734	816	816	6,044
BA OASI	9	9	15	15	27	27	42	42	42	46	51	51	376
BB Retirement	13	13	13	13	30	30	49	49	49	49	49	49	406
BH Medicare	2	2	4	4	6	6	10	10	10	11	12	12	89
Benefits Total	24	24	32	32	63	63	101	101	101	106	112	112	871
Total Salary + Benefits	165	165	274	274	493	493	785	785	785	840	928	928	6,915

Fiscal Year 2017	<u>July</u>	<u>August</u>	<u>September</u>	<u>October</u>	<u>November</u>	<u>December</u>	<u>January</u>	<u>February</u>	<u>March</u>	<u>April</u>	<u>May</u>	<u>June</u>	<u>Total</u>
AA State Classified	974	974	1,081	1,081	1,276	1,276	1,543	1,543	1,543	1,569	1,641	1,641	16,142
Salary Total	974	974	1,081	1,081	1,276	1,276	1,543	1,543	1,543	1,569	1,641	1,641	16,142
BA OASI	60	60	67	67	79	79	96	96	96	97	102	102	1,001
BB Retirement	64	64	64	64	82	82	101	101	101	101	101	101	1,026
BH Medicare	14	14	16	16	19	19	22	22	22	23	24	24	235
Benefits Total	138	138	147	147	180	180	219	219	219	221	227	227	2,262
Total Salary + Benefits	1,112	1,112	1,228	1,228	1,456	1,456	1,762	1,762	1,762	1,790	1,868	1,868	18,404

SPS005

Salary Projection System Incremental Report for Merit System (PID) Increases

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4:18:03PM

Projection File: 15B B15 Positions at 5/29/2014**Agency:** 390 Washington State Historical Society**Biennium:** 2015-17**Starting Fiscal Month:** 01 - July**Projection Run Date:** 05/30/2014**Position File:** 15B B15 Positions at 5/29/2014**Filter:** No filter applied**Sort By:** Account-Type by Agency**Report Total****Increments:** Yes**6767:** Yes**General Salary Increase:** Yes**Funded:** No

Fiscal Year 2016	<u>July</u>	<u>August</u>	<u>September</u>	<u>October</u>	<u>November</u>	<u>December</u>	<u>January</u>	<u>February</u>	<u>March</u>	<u>April</u>	<u>May</u>	<u>June</u>	<u>Total</u>
AA State Classified	141	241	342	582	770	770	1,024	1,121	1,121	1,171	1,253	1,253	9,789
Salary Total	141	241	342	582	770	770	1,024	1,121	1,121	1,171	1,253	1,253	9,789
BA OASI	9	15	21	36	48	48	63	69	69	73	78	78	607
BB Retirement	13	22	22	44	61	61	80	89	89	89	89	89	748
BH Medicare	2	3	5	9	11	11	15	16	16	17	18	18	141
Benefits Total	24	40	48	89	120	120	158	174	174	179	185	185	1,496
Total Salary + Benefits	165	281	390	671	890	890	1,182	1,295	1,295	1,350	1,438	1,438	11,285

Fiscal Year 2017	<u>July</u>	<u>August</u>	<u>September</u>	<u>October</u>	<u>November</u>	<u>December</u>	<u>January</u>	<u>February</u>	<u>March</u>	<u>April</u>	<u>May</u>	<u>June</u>	<u>Total</u>
AA State Classified	1,411	1,411	1,518	1,774	1,969	1,969	2,236	2,236	2,236	2,262	2,334	2,334	23,690
Salary Total	1,411	1,411	1,518	1,774	1,969	1,969	2,236	2,236	2,236	2,262	2,334	2,334	23,690
BA OASI	87	87	94	110	122	122	139	139	139	140	145	145	1,469
BB Retirement	104	104	104	128	146	146	165	165	165	165	165	165	1,722
BH Medicare	20	20	22	26	29	29	32	32	32	33	34	34	343
Benefits Total	211	211	220	264	297	297	336	336	336	338	344	344	3,534
Total Salary + Benefits	1,622	1,622	1,738	2,038	2,266	2,266	2,572	2,572	2,572	2,600	2,678	2,678	27,224

BASS - BDS017

State of Washington
Decision Package

FINAL

Agency: **390 Washington State Historical Society**

Decision Package Code/Title: **A0 Close Capital Museum and Programs**

Budget Period: **2015-17**

Budget Level: **PL - Performance Level**

Recommendation Summary Text:

In order to meet the required 15% reduction in operating budget, this package proposes to close the State Capital Museum and Outreach Center to the public, eliminate public programs at that location, and sell the building. This package would eliminate lectures, public movie viewings, special events (such as Christmas at the Mansion), and exhibits at that location. Outreach programs currently operated out of the Lord Mansion such as the Pacific Northwest History Conference, technical workshops, and the Women's History Consortium would be eliminated. Additionally, public use of the facility through facility rentals would cease. The Lord Mansion, where the museum is housed, would be sold as surplus property, as there would no longer be a need for the facility once all programs are eliminated in that location.

Fiscal Detail

Operating Expenditures		<u>FY 2016</u>	<u>FY 2017</u>	<u>Total</u>
001-1	General Fund - Basic Account-State	(212,171)	(211,364)	(423,535)
184-6	Local Museum Acct-Wa St Hist Soc-Non-Appr	(109,000)	(109,395)	(218,395)
Total Cost		(321,171)	(320,759)	(641,930)
Staffing		<u>FY 2016</u>	<u>FY 2017</u>	<u>Annual Average</u>
	FTEs	-3.5	-3.5	-3.5
Revenue				
<u>Fund</u>	<u>Source</u>	<u>FY 2016</u>	<u>FY 2017</u>	<u>Total</u>
184 St Hist Museum Fund	0420 Charges for Services	(79,000)	(79,395)	(158,395)
184 St Hist Museum Fund	0541 Contributions Grants	(30,000)	(30,000)	(60,000)
Total Revenue		(109,000)	(109,395)	(218,395)

Package Description:

The agency has been requested to reduce its operating budget by 15%. In order to meet the required 15% reduction in operating budget, this package proposes to close the State Capital Museum and Outreach Center to the public, eliminate public programs at that location, and sell the building. The following programs hosted at the State Capital Museum would end as a result of this budget reduction:

- *Exhibits and public hours at the museum
- *Programming such as lectures, workshops, and demonstrations related to Washington State History
- *Movies at the Mansion summer movie series
- *Special events such as the annual Christmas Party and other gatherings
- *Conferences and technical workshops that comprise the Society's Heritage Outreach program
- *Women's History Consortium programming

*Facility rentals by the general public.

This decision package will eliminate all staffing at the State Capital Museum and public access to the property.

This decision package would also identify the Lord Mansion as surplus property and place it up for sale.

Please contact Jennifer Kilmer, Director at 253-798-5900 or jennifer.kilmer@wshs.wa.gov with questions.

Narrative Justification and Impact Statement

What specific performance outcomes does the agency expect?

Describe and quantify the specific performance outcomes (OFM approved measures only) the agency expects as a result of this funding change. As appropriate, answer:

Performance measures that will be impacted include the following:

*Number of museum visitors - this number will possibly go down with closure of the museum.

*Number of members - this number may decline with closure of the museum.

*Non-state income as a percentage of total operating budget - this may go down as rental income in that location is eliminated

* Non-state income earned and raised - this may go down as rental income in that location is eliminated

Fiscal staff will enter the answers to above questions to the Results through Performance Management (BPM) system and produce "Incremental Change to Performance Measure" table.

Performance Measure Detail

Activity: A003 Statewide Outreach

		Incremental Changes	
		<u>FY 2016</u>	<u>FY 2017</u>
Output Measures			
000128	Number of traveling exhibit attendees	(12,000.00)	(12,000.00)
000155	Number of students participating in National History Day.	(6,000.00)	(6,000.00)

Activity: A004 Museum Experience

		Incremental Changes	
		<u>FY 2016</u>	<u>FY 2017</u>
Output Measures			
000082	Number of museum visitors for both the Washington State History Museum and the Washington State Capital Museum	(2,000.00)	(2,000.00)

Activity: A005 Member, Donor and Public Relations

		Incremental Changes	
		<u>FY 2016</u>	<u>FY 2017</u>
Outcome Measures			
001737	Non-state income as a percentage of total operating budget	(3.30%)	(3.30%)
Output Measures			
001740	Non-state income earned and raised	(\$109,000.00)	(\$109,000.00)

Activity: A008 Providing Interactive Educational Experiences

		Incremental Changes	
		<u>FY 2016</u>	<u>FY 2017</u>
Output Measures			
000155	Number of students participating in National History Day.	(6,000.00)	(6,000.00)

Is this decision package essential to implement a strategy identified in the agency's strategic plan?

No

Does this DP provide essential support to one or more of the Governor's Results Washington priorities?

No

What are the other important connections or impacts related to this proposal?

Unknown at this time

What alternatives were explored by the agency, and why was this alternative chosen?

WSHS experienced cuts of 44% of its state funding during the state budget crisis. This has left our core operations very lean, and in many cases, understaffed. After reviewing our operating budget we have determined that in order to effectively carry out our core activities of operating the Washington State History Museum and caring for our collections, we cannot look to these areas in order to satisfy the request for an additional 15% in operating cuts. Instead, we must look to our outreach activities such as those that occur from the Lord Mansion, and the ancillary programming provided at that location. While these programs are popular, they are highly subsidized by the agency in that they bring in little revenue, require costly maintenance of a separate facility, and require separate staffing from that at our flagship facility in Tacoma.

What are the consequences of adopting or not adopting this package?

[Consequences of adopting this package]

The impact on our visitors is that they will no longer be able to attend the State Capital Museum or any public programs at that location. Additionally, the public will not be able to rent the facility for their private use. From a service perspective, the Society will no longer offer heritage outreach services in the form of technical workshops for smaller history organizations or history conferences. Additionally, the Women's History Consortium will not offer programming.

What is the relationship, if any, to the state's capital budget?

WSHS is allocated minor works funds from the state capital budget for upkeep of the State Capital Museum. Should the facility be sold, these funds could be eliminated, or re-directed for minor works at the other two WSHS facilities: the Washington State History Museum and the Research Center.

What changes would be required to existing statutes, rules, or contracts, in order to implement the change?

RCW 27.34.900 states that the Lord Mansion shall "be known as the state capital historical museum. This structure is to be used to house and interpret the collection of the Washington state historical society." The collections of the Society have not been housed at the Lord Mansion for quite some time, however this change would mean that the collections are no longer interpreted at that facility and its use as a museum would no longer occur. This section of the RCW would need to be eliminated

Expenditure and revenue calculations and assumptions

Expenditures - Biennium 2015 activity costs

Revenue : Estimated local fund revenue for Biennium 2015.

Which costs and functions are one-time? Which are ongoing? What are the budget impacts in future biennia?

This package contains only ongoing costs.

<u>Object Detail</u>		<u>FY 2016</u>	<u>FY 2017</u>	<u>Total</u>
A	Salaries And Wages	(152,760)	(152,760)	(305,520)
B	Employee Benefits	(52,266)	(55,394)	(107,660)

C	Professional Svc Contracts	(2,699)	(2,699)	(5,398)
E	Goods\Other Services	(107,974)	(104,434)	(212,408)
G	Travel	(5,472)	(5,472)	(10,944)
Total Objects		(321,171)	(320,759)	(641,930)

State of Washington
Decision Package Narrative Detail

FINAL

9/25/2014

6:35:44PM

Page 1 of 3

Budget Period: 2015-17
Agency: 390 Washington State Historical Society
Version: 1A Agency Request
Package Program:
Budget Level: Performance Level
Decision Package Code: A1

Last Updated: Sep 12 2014 11:44AM

Decision Package Title: Staffing and IT Reductions

Agency Level

Package Description

In order to meet the required 15% reduction in operating budget this decision package proposes to make staffing reductions and decrease spending on information technology maintenance. Specifically, the following reductions are proposed:

- 1) Eliminate Administrative Assistant 2 position - This position serves as a receptionist, but more importantly, as a support position to the fiscal office by performing cash receipting duties and inventory control support. If this position is eliminated, there will be no reception on days that the museum is closed to the public (but the administrative offices are open). Additionally, the shipping/receiving and cash receipting duties will need to be re-assigned to an already overburdened staff.
- 2) Eliminate Preservation and Museum Specialist 4 position that focuses on exhibit design. This position oversees the traveling exhibit program, makes repairs to the permanent gallery, and assists with the design of temporary exhibits. Additionally, the position provides design and editing support to Columbia Magazine. If this position is eliminated, the traveling exhibits program (which provides small exhibits to local museums statewide for a nominal fee) would be eliminated. Temporary exhibits would likely be reduced in number, which would in turn negatively impact attendance and earned revenues. Columbia Magazine staffing would be reduced to one person managing all aspects of production, which may result in a decrease in the number of issues being produced.
- 3) Reduce spending on IT infrastructure maintenance. This would be done by delaying replacement of outdated hardware by one biennium, not maintaining current licenses on some software products, and reducing network engineering services that keep our systems working smoothly. The consequence of this would be possible hardware failure, not having access to up-to-date software products, and possible failure of networks and online platforms, all of which will reduce efficiency and possibly result in additional costs for the agency in the longer term.

Recommendation Summary Text

In order to meet the required 15% reduction in operating budget this decision package proposes to make staffing reductions and decrease spending on information technology maintenance. Specifically, two staff positions would be eliminated and IT network maintenance investments would be decreased.

What specific performance outcomes does the agency expect?

Implementing this decision package would impact the following performance measures:

- *Good or Excellent rating for overall experience in the customer survey - Cutting the reception position could impact the customer experience at the museum, as phone calls will no longer be answered by a live person, and there will be no reception on days when the museum is closed but our offices are open (every Monday and Tuesday).
- *Number of state audit findings - WSHS has only two staff persons in its fiscal department. We have spread fiscal office duties among various other staff positions, including this reception position. There is a strong likelihood that eliminating the reception position will negatively impact our ability to maintain the required internal controls processes.
- *Number of traveling exhibit attendees - would decline to 0 with elimination of the traveling exhibits program
- *Number of museum visitors - could decline with a reduction in temporary exhibits
- *Percentage of non-state revenue - could decline with a reduction in earned income due to less visitation

The IT reductions do not directly impact a specific performance measure, but indirectly could impact all performance measures as efficiency and productivity in all areas of the agency may be effected by IT failures. Additionally, the ability of the public to access online resources such as curriculum, collections, and other educational content may be affected if servers or networks fail due to poor maintenance.

State of Washington
Decision Package Narrative Detail

Budget Period: 2015-17
Agency: 390 Washington State Historical Society
Version: 1A Agency Request
Package Program:
Budget Level: Performance Level
Decision Package Code: A1

FINAL

9/25/2014

6:35:44PM

Page 2 of 3

Last Updated: Sep 12 2014 11:44AM

Decision Package Title: Staffing and IT Reductions

Agency Level

Is this decision package essential to implement a strategy identified in the agency's strategic plan?

No

Does this DP provide essential support to one or more of the Governor's Results Washington priorities?

No

What are the other important connections or impacts related to this proposal?

Recent audit recommendations for WSHS focus on strengthening internal financial controls. This decision package would weaken internal controls by eliminating a staff position that handles cash receipting duties for the agency. Concentrating fiscal tasks in the hands of too few individuals places the agency at risk and weakens financial controls. When the Administrative Assistant 2 position is eliminated, the fiscal office will likely have to take over these cash receipting duties, which will not allow for the proper division of duties necessary to minimize risk.

It is possible that this package will result in savings in the short term, but higher costs in the long term, as deferred maintenance of our IT systems and non-replacement of hardware may lead to emergency situations in the future that involve expensive IT solutions, network downtime, and loss of staff productivity.

With the elimination of the Preservation and Museum Specialist 4 position, the WSHS exhibits department would be reduced to three people. With the existing four staff persons, the departmental staffing is already very thin, and WSHS is not able to support the number of changing exhibits desired to advance membership and attendance goals. With the elimination of this position there will be no staff person left in the exhibits department who has graphic design skills.

What alternatives were explored by the agency, and why was this alternative chosen?

WSHS experienced cuts of 44% of its state funding during the state budget crisis. This has left our core operations very lean, and in many cases, understaffed. After reviewing our operating budget we have determined that in order to effectively carry out our core activities of operating the Washington State History Museum and caring for our collections, we cannot these areas in order to satisfy the request for an additional 15% in operating cuts. Cutting revenue generating activities and positions is self-defeating and would impair sustainability of operations here at the State History Museum. The majority of state funds are spent on facilities maintenance and utilities, a spending category which cannot be reduced any further after the prior cuts. Consequently, we have identified administrative cuts such as the reduced IT spending and eliminated Administrative Assistant 2 position, which will not impact revenue generating activities. The Preservation and Museum Specialist 4 position does impact revenue-generating activities, but appears to be the only option available to us

What are the consequences of adopting or not adopting this package?

[Consequences of adopting this package]

Customer service levels will be negatively impacted with the elimination of the Administrative Assistant 2 position, along with our ability to maintain the appropriate internal financial controls. This will also impact employee morale, and possibly damage the fundraising activities of the Society as individuals will no longer receive the customer service they are accustomed to. Deferred maintenance of our IT systems and non-replacement of hardware may lead to situations in the future that involve expensive IT solutions, network downtime, and loss of staff productivity. The consequences of eliminating the Preservation and Museum Specialist 4 position is that the traveling exhibits program of the Society will be eliminated, and the graphic design capabilities of the Society will

BASS - BDS018

State of Washington
Decision Package Narrative Detail

FINAL

9/25/2014

6:35:44PM

Page 3 of 3

Budget Period: 2015-17
Agency: 390 Washington State Historical Society
Version: 1A Agency Request
Package Program:
Budget Level: Performance Level
Decision Package Code: A1

Last Updated: Sep 12 2014 11:44AM

Decision Package Title: Staffing and IT Reductions

Agency Level

be diminished. Consequently, there may be a reduction in revenue-generating temporary exhibits. Additionally, Columbia Magazine may need to reduce the number of issues produced due to short staffing, which may in turn negatively impact Society revenue-generating membership (for whom Columbia Magazine is a favored benefit).

What is the relationship, if any, to the state's capital budget?

None

What changes would be required to existing statutes, rules, or contracts, in order to implement the change?

None

Expenditure and revenue calculations and assumptions

Positions eliminated:

Preservation & Museum Specialist (0.8 FTE):

\$112,560 saving

Administrative Assistant 2 (1.0 FTE):

\$90,040 saving

Deferred maintenance /IT:

\$49,900 saving

Which costs and functions are one-time? Which are ongoing? What are the budget impacts in future biennia?

This package contains only ongoing costs.

BASS - BDS017

State of Washington
Decision Package

FINAL

Agency: **390 Washington State Historical Society**

Decision Package Code/Title: **N0 Restore the National History Day**

Budget Period: **2015-17**

Budget Level: **PL - Performance Level**

Recommendation Summary Text:

National History Day is a program that serves students in grades 6-12 in Washington. Each year, a theme is offered and students develop an exhibit, paper, website, documentary film, or original play through which they interpret and explore a historical topic that addresses that year's theme. Students compete at the school, regional, state, and national level through this program. The program teaches research methods, historical inquiry techniques, critical thinking, and other important skills. In 2014, 5,890 students participated in National History Day in Washington. This package would ensure continued funding for this program.

Fiscal Detail

Operating Expenditures		<u>FY 2016</u>	<u>FY 2017</u>	<u>Total</u>
001-1	General Fund - Basic Account-State	59,500	59,500	119,000
184-6	Local Museum Acct-Wa St Hist Soc-Non-Appr	52,000	52,000	104,000
Total Cost		111,500	111,500	223,000
Staffing		<u>FY 2016</u>	<u>FY 2017</u>	<u>Annual Average</u>
	FTEs	1.5	1.5	1.5
Revenue				
<u>Fund</u>	<u>Source</u>	<u>FY 2016</u>	<u>FY 2017</u>	<u>Total</u>
184 St Hist Museum Fund	0420 Charges for Services	27,000	27,000	54,000
184 St Hist Museum Fund	0541 Contributions Grants	25,000	25,000	50,000
Total Revenue		52,000	52,000	104,000

Package Description:

This package would retain the full time staff person who oversees the National History Day (NHD) program. Consequently, regional and state NHD competitions will occur (with their associated costs), and outreach to individual schools and classrooms encouraging their participation will continue to occur. With a state coordinator in place, students will be able to continue to participate in the national competition.

The National History Day program is proven to improve academic outcomes. Studies have shown that NHD students outperform their non-NHD peers on state standardized tests in multiple subjects, including reading, science and math, as well as social studies. Additionally, NHD participants demonstrate greater confidence in 21st century college and career ready skills such as research, public speaking, the ability to organize a report, knowledge of current events, work habits, evaluating sources, and writing skills.

Sue Rohrer can be contacted with questions about this program. She can be reached at 253-798-5203 or srohrer@wshs.wa.gov.

Narrative Justification and Impact Statement

What specific performance outcomes does the agency expect?

The agency maintains a performance measure regarding the number of students participating in National History Day on a yearly basis. This number will continue to increase, as it has for the past 3 years, if funding is maintained for this program.

[Impact on our clients]

The impact of this package is that nearly 6,000 students in Washington will be able to experience the National History Day program, and gain the learning benefits derived from the program. The National History Day program is proven to improve academic outcomes. Studies have shown that NHD students outperform their non-NHD peers on state standardized tests in multiple subjects, including reading, science and math, as well as social studies. Additionally, NHD participant demonstrate greater confidence in 21st century college and career ready skills such as research, public speaking, the ability to organize a report, knowledge of current events, work habits, evaluating sources, and writing skills.

Performance Measure Detail

Activity: A005 Member, Donor and Public Relations

		Incremental Changes	
		<u>FY 2016</u>	<u>FY 2017</u>
Outcome Measures			
001737	Non-state income as a percentage of total operating budget	1.60%	1.60%
Output Measures			
001740	Non-state income earned and raised	\$52,000.00	\$52,000.00

Activity: A008 Providing Interactive Educational Experiences

		Incremental Changes	
		<u>FY 2016</u>	<u>FY 2017</u>
Output Measures			
000155	Number of students participating in National History Day.	6,000.00	6,000.00

Is this decision package essential to implement a strategy identified in the agency's strategic plan?

Yes. Under the goal: To provide opportunities to build historical inquiry skills for students statewide, we have the following objective: Grow participation in National History Day by 5% within 2 years, 15% within 5 years. Maintaining funding for the program is crucial to achievement of this objective.

Does this DP provide essential support to one or more of the Governor's Results Washington priorities?

Yes. This package supports the Governor's Results Washington priority of:

1.2.f. Increase project-based, career, workplace, community learning opportunities that provide STEM and 21st century skills from x to x by 20xx.

NHD is a project-based program that is demonstrated to help students build 21st century skills.

What are the other important connections or impacts related to this proposal?

WSHS is the sole program coordinator for National History Day in Washington. In order for the program to continue it must have a state-wide coordinating office

What alternatives were explored by the agency, and why was this alternative chosen?

The National History Day program is managed by one and a half full time staff members, and is one of the leanest state programs nationwide, and yet also one of the most successful. WSHS has a good manager in place who oversees a very tight budget effectively.

What are the consequences of adopting or not adopting this package?

[Consequences of not adopting this package]

The consequences of this package are that nearly 6,000 students in Washington will be able to experience the National History Day program, and gain the learning benefits derived from the program. The National History Day program is proven to improve academic outcomes. Studies have shown that NHD students outperform their non-NHD peers on state standardized tests in multiple subjects, including reading, science and math, as well as social studies. Additionally, NHD participants demonstrate greater confidence in 21st century college and career ready skills such as research, public speaking, the ability to organize a report, knowledge of current events, work habits, evaluating sources, and writing skills

What is the relationship, if any, to the state's capital budget?

None

What changes would be required to existing statutes, rules, or contracts, in order to implement the change?

None

Expenditure and revenue calculations and assumptions

Restoring the program at the carry forward level.

Positions Restored:

Preservation & Museum Specialist 3 at 1.0 FTE
\$119,000

Preservation & Museum Specialist 1 at .5 FTE
\$ 50,272

Which costs and functions are one-time? Which are ongoing? What are the budget impacts in future biennia?

This package contains only ongoing costs.

<u>Object Detail</u>		<u>FY 2016</u>	<u>FY 2017</u>	<u>Total</u>
A	Salaries And Wages	62,400	62,400	124,800
B	Employee Benefits	21,256	23,216	44,472
E	Goods\Other Services	23,844	21,884	45,728
G	Travel	4,000	4,000	8,000
Total Objects		111,500	111,500	223,000

BASS - BDS017

State of Washington
Decision Package

FINAL

Agency: **390 Washington State Historical Society**

Decision Package Code/Title: **N1 Restore Administrative & IT Support**

Budget Period: **2015-17**

Budget Level: **PL - Performance Level**

Recommendation Summary Text:

This decision package proposes to retain an Administrative Assistant 2 position at the State History Museum, as well as current IT infrastructure maintenance levels. This position serves as a receptionist, but more importantly, as a support position to the fiscal office by performing cash receipting and duties.

Fiscal Detail

Operating Expenditures	<u>FY 2016</u>	<u>FY 2017</u>	<u>Total</u>
001-1 General Fund - Basic Account-State	69,970	69,970	139,940
Total Cost	69,970	69,970	139,940
Staffing	<u>FY 2016</u>	<u>FY 2017</u>	<u>Annual Average</u>
FTEs	1.0	1.0	1.0

Package Description:

This decision package proposes to retain an Administrative Assistant 2 position at the State History Museum. This position serves as a receptionist, but more importantly, as the shipping and receiving department, and as a support position to the fiscal office by performing cash receipting duties. This position also provides reception duties on the days that the museum is closed to the public (but the administrative offices are open). The WSHS fiscal office has been reduced to two people due to budget cuts. Consequently, important fiscal duties are carried out by a number of non-fiscal staff, including this position. Maintaining this position is essential to maintaining the appropriate internal fiscal controls such as separation of duties. Also proposed is restored spending on IT infrastructure maintenance. This means that replacement of outdated hardware would take place on schedule, software licenses will be maintained and network engineering services will be procured to keep our system working smoothly. Consequently, staff will continue to be provided the IT tools they need to be productive and accomplish their work, without fear of network failure or outdated software. Additionally, the public will continue to have 24/7 access to online resources such as curriculum, collections databases, and other educational content.

Narrative Justification and Impact Statement***What specific performance outcomes does the agency expect?***

Retaining this staff position will impact two performance measures:

*Good or Excellent rating for overall experience in the customer survey - This position answers the phone and provides reception on

days when the museum is closed but our offices are open (every Monday and Tuesday). Consequently, the position positively impacts customer services and this performance measure.

*Number of state audit findings - WSHS has only two staff persons in its fiscal department. We have spread fiscal office duties among various other staff positions, including this reception position. This position is vital to our maintaining appropriate fiscal controls.

Performance Measure Detail

Activity:

Incremental Changes

No measures submitted for package

Is this decision package essential to implement a strategy identified in the agency's strategic plan?

One goal in our strategic plan is to be a welcoming community center. This position contributes toward that goal by ensuring that when the public calls the museum they are answered by a live person who can assist them. Equally, when they visit in person, they are greeted by a live person, which presents a welcoming environment. We also have goals related to reducing audit findings, and this position assists in fiscal duties that contribute toward that goal. Another objective in our strategic plan is successful completion of our IT portfolio and security audit. These funds help support that objective.

Does this DP provide essential support to one or more of the Governor's Results Washington priorities?

No.

What are the other important connections or impacts related to this proposal?

Recent audit recommendations for WSHS focus on strengthening internal financial controls. This decision package helps the agency by maintaining a staff person who carries out certain fiscal duties. With additional training and direction from fiscal staff, we believe this position will contribute to our goal of strengthening internal financial controls. In her absence, our capacity to carry out those controls will be further diminished. Further, our agency maintains three locations. Having a well-run IT network is critical to not only the work of individual staff, but also to our ability to work together despite our geographic distance. Server and network maintenance ensure our staff's ability to do their work without interruption, as well as ensuring public access to the online educational resources that we provide.

What alternatives were explored by the agency, and why was this alternative chosen?

WSHS experienced cuts of 44% of its state funding during the state budget crisis. This has left our core operations very lean, and in many cases, understaffed. There are no other individuals who do the Administrative Assistant 2 work for the agency. This is the sole general support administrative assistant position. We need to maintain this position in order to maintain efficient operations at our facility and to maintain adequate internal controls. We need to maintain IT infrastructure maintenance funding in order to ensure that our networks and systems remain operational for our staff and the general public.

What are the consequences of adopting or not adopting this package?

[Consequences of adopting this package]

Customer service levels will be positively impacted, along with our ability to maintain the appropriate internal financial controls. Additionally, administrative duties will not need to be distributed to a multitude of other staff persons, which creates inefficiencies and overloaded employees. Our IT systems will be well maintained and continue to function without interruption to our staff or the general public.

What is the relationship, if any, to the state's capital budget?

None

What changes would be required to existing statutes, rules, or contracts, in order to implement the change?

None

Expenditure and revenue calculations and assumptions

Positions restored:

Preservation & Museum Specialist (0.8 FTE):

\$112,560

Administrative Assistant 2 (1.0 FTE):

\$90,040

IT maintenance restored:

\$49,900

Which costs and functions are one-time? Which are ongoing? What are the budget impacts in future biennia?

This package contains only ongoing costs.

<u>Object Detail</u>		<u>FY 2016</u>	<u>FY 2017</u>	<u>Total</u>
A	Salaries And Wages	33,600	33,600	67,200
B	Employee Benefits	11,420	11,420	22,840
E	Goods\Other Services	24,950	24,950	49,900
Total Objects		69,970	69,970	139,940

BASS - BDS017

State of Washington
Decision Package

FINAL

Agency: **390 Washington State Historical Society**

Decision Package Code/Title: **N2 Graphic Design Support**

Budget Period: **2015-17**

Budget Level: **PL - Performance Level**

Recommendation Summary Text:

This decision package proposes to create 1 FTE with the classification of Graphic Designer, to replace the Preservation and Museum Specialist 4 position proposed for elimination in a separate package. This position is proposed as a lesser expensive option to the Preservation and Museum Specialist 4 position, and one that better meets our needs as an agency.

Fiscal Detail

Operating Expenditures	<u>FY 2016</u>	<u>FY 2017</u>	<u>Total</u>
001-1 General Fund - Basic Account-State	56,250	48,510	104,760
Total Cost	56,250	48,510	104,760
Staffing	<u>FY 2016</u>	<u>FY 2017</u>	<u>Annual Average</u>
FTEs	1.0	1.0	1.0

Package Description:

This decision package proposes to create 1 FTE with the classification of Graphic Designer to replace the Preservation and Museum Specialist 4 position proposed for elimination in a separate package. The Society has a major need for in-house graphic design capabilities, including design for print publications, exhibit panels and labels, and digital publications and applications. Contracting out for these services is very expensive and requires significant administrative work in the form of developing and managing contracts, fiscal oversight, and project oversight. Having this position on staff will reduce administrative workload while also adding a skill set that is desperately needed.

This package allocates a new position of Graphic Designer who will assist with graphic design across the agency including development of exhibits graphics, advertising and marketing graphics for the marketing department, graphic design for Columbia Magazine and other print publications, and graphic design for digital publications and the web.

Misty Reese, Chief Administrative Officer may be contacted at 253-798-5901 or mreese@wshe.wa.gov with questions.

Narrative Justification and Impact Statement***What specific performance outcomes does the agency expect?***

Number of museum visitors - could increase with an increase in well-designed temporary exhibits

*Percentage of non-state revenue - could increase with an increase in earned income due to more visitation as well as a possible increase in donations through well-designed fundraising appeals in print and online.

Performance Measure Detail

Activity:

Incremental Changes

No measures submitted for package

Is this decision package essential to implement a strategy identified in the agency's strategic plan?

It is a primary goal within our strategic plan to "Produce and display museum exhibits of the highest quality that engage visitors and build historical inquiry skills." This position will bring much needed graphic design skills in-house to support creation of high quality exhibits. Additionally, the position supports two Marketing objectives outlined in the strategic plan. These include 1) Plan and implement targeted PR and advertising campaigns to support major exhibits and programs and 2) Increase distribution of Columbia Magazine 10% within 3 years. This position will lower the cost of advertising for the agency by eliminating the need for contract services, as well as provide professional guidance to the visual aspects of advertising campaigns. Additionally, the position we free up staff time for the editor of Columbia Magazine so that she can focus on growing distribution instead of magazine layout and design

Does this DP provide essential support to one or more of the Governor's Results Washington priorities?

No

What are the other important connections or impacts related to this proposal?

This position will provide assistance to nearly every department in the agency. Graphics are at the heart of all that we do - whether it is telling a story through an exhibit, educating kids through online classroom curriculum, or sending a newsletter to our donors - good graphic design is essential to our success. Currently, the agency lacks these capabilities in its existing staffing. The addition of this one staff position will pay dividends throughout the agency far beyond the staffing costs.

What alternatives were explored by the agency, and why was this alternative chosen?

This decision package is proposed as a corollary to another decision package of budget cuts, one of which includes the elimination of a Preservation and Museum Specialist 4 position. Instead of simply requesting that this position be maintained, we are instead offering this less expensive, but more functional alternative. The agency has several Preservation and Museum Specialist 4 positions, some with duplicative skills. By moving toward a pure graphic design position we can both decrease staffing costs and gain a new skill set that is needed by several departments.

What are the consequences of adopting or not adopting this package?

[Consequences of adopting this package]

The design quality of exhibit, print, and digital materials produced by the Society will be dramatically improved. Spending on contract design work will be reduced, as well as staff time spent administering and overseeing such contract work.

What is the relationship, if any, to the state's capital budget?

None

What changes would be required to existing statutes, rules, or contracts, in order to implement the change?

None

Expenditure and revenue calculations and assumptions

Restructured/restored position:

Class Description: Graphic Designer

Class Code: 198F

1st year; Range 41, Step C.

\$46,250

2nd year; Range 41, Step E.

\$48,510

Workstation setup: \$10,000.

Which costs and functions are one-time? Which are ongoing? What are the budget impacts in future biennia?

This package contains one-time costs of \$10,000 for a new workstation and equipment.

<u>Object Detail</u>		<u>FY 2016</u>	<u>FY 2017</u>	<u>Total</u>
A	Salaries And Wages	34,260	35,930	70,190
B	Employee Benefits	11,990	12,580	24,570
J	Capital Outlays	10,000		10,000
Total Objects		56,250	48,510	104,760

BASS - BDS017

State of Washington
Decision Package

FINAL

Agency: **390 Washington State Historical Society**

Decision Package Code/Title: **N3 Restore Outreach Activities**

Budget Period: **2015-17**

Budget Level: **PL - Performance Level**

Recommendation Summary Text:

This decision package proposes to restore outreach programs currently operated out of the Lord Mansion such as the Pacific Northwest History Conference, technical workshops, and the Women's History Consortium. These outreach programs enable the Society to serve heritage organizations and endeavors throughout the state, in addition to furthering history scholarship of statewide importance, such as women's history.

Fiscal Detail

Operating Expenditures		<u>FY 2016</u>	<u>FY 2017</u>	<u>Total</u>
001-1	General Fund - Basic Account-State	95,210	95,210	190,420
184-6	Local Museum Acct-Wa St Hist Soc-Non-Appr	32,151	32,151	64,302
Total Cost		127,361	127,361	254,722
Staffing		<u>FY 2016</u>	<u>FY 2017</u>	<u>Annual Average</u>
	FTEs	1.8	1.8	1.8
Revenue				
<u>Fund</u>	<u>Source</u>	<u>FY 2016</u>	<u>FY 2017</u>	<u>Total</u>
184 St Hist Museum Fund	0420 Charges for Services	27,151	27,151	54,302
184 St Hist Museum Fund	0541 Contributions Grants	5,000	5,000	10,000
Total Revenue		32,151	32,151	64,302

Package Description:

This decision package proposes to restore outreach programs currently operated out of the Lord Mansion such as the Pacific Northwest History Conference, technical workshops, and the Women's History Consortium. These outreach programs enable the Society to serve heritage organizations and endeavors throughout the state, in addition to furthering history scholarship of statewide importance, such as women's history.

Outreach programs and staffing can operate out of any WSHS facility. Consequently, this decision package is not tied to continued operations at the Lord Mansion.

This package would restore two positions that support outreach activities:

- *Preservation and Museum Specialist 5 - Director of Outreach Services
- *Office Assistant 2 - Outreach Assistant

These positions support the following outreach activities:

- *Women's History Consortium

- *Capitol Furnishings Committee
- *Pacific Northwest History Conference
- *Technical workshops for heritage organizations and sites
- *Washington 125 commemoration and other commemorations of statewide importance
- *Heritage E-bulletin
- *Oversight of History Day program - the Director of Outreach Services manages the History Day coordinator
- *Currently, these positions provide public programs at the Lord Mansion, and manage the property.

Please contact Jennifer Kilmer, Director at 253-798-5900 or jennifer.kilmer@wshs.wa.gov with questions

Narrative Justification and Impact Statement

What specific performance outcomes does the agency expect?

This decision package impacts the following performance measure:

*Number of students participating in National History Day. - The Director of Outreach oversees the staff for this program, and therefore contributes toward the success of this performance measure.

Performance Measure Detail

Activity: A003 Statewide Outreach

		Incremental Changes	
		<u>FY 2016</u>	<u>FY 2017</u>
Output Measures			
000128	Number of traveling exhibit attendees	12,000.00	12,000.00

Activity: A005 Member, Donor and Public Relations

		Incremental Changes	
		<u>FY 2016</u>	<u>FY 2017</u>
Outcome Measures			
001737	Non-state income as a percentage of total operating budget	1.00%	1.00%
Output Measures			
001740	Non-state income earned and raised	\$32,000.00	\$32,000.00

Is this decision package essential to implement a strategy identified in the agency's strategic plan?

Yes. Our strategic plan has a goal of, "Be a champion for the preservation and interpretation of state and local history statewide." This is supported by two further objectives of, "1) Develop cooperative partnerships that support the promotion of heritage at sister-institutions and public sites statewide; 2) Provide professional and accessible resources and training for local and regional heritage organizations, museums, and heritage-focused public agencies statewide. The staff and programs supported by this decision package work toward these goals and objectives.

From a service perspective, the Society will be able to continue to offer heritage outreach services in the form of technical workshops for smaller history organizations, history conferences, leadership on statewide commemorations, and other outreach activities that serve both organizations and individuals. Additionally, the Women's History Consortium will continue to offer programming which serves researchers and citizens interested in women's history in Washington

Does this DP provide essential support to one or more of the Governor's Results Washington priorities?

Yes. The technical assistance provided by WSHS through its outreach activities support the sustainability and success of "arts active" organizations that contribute to the Governor's priority of a Prosperous Economy - Quality of Life by helping to: Increase the ArtsWa creative vitality index from 1.02 in 2011 to 1.05 by 2015, remain above national average.

What are the other important connections or impacts related to this proposal?

Since the State History Museum is located in Tacoma, our outreach activities are essential to achieving our goal of serving the entire

state. As the State Historical Society we have an obligation to support heritage activities statewide. Without staffing to support these endeavors, we will not be successful in this statewide mission. As the only organization dedicated to the entire state's history, if we fail to provide this outreach there is no other organization that will step in and do so.

What alternatives were explored by the agency, and why was this alternative chosen?

Programs require staff to implement them. With the 44% reduction in state support that occurred in 2009, our agency was reduced to a skeleton staff. The only way to ensure that outreach can happen is to support adequate staffing for these activities. In the past, these staff have worked out of the Olympia (Lord Mansion) location which has its own associated costs. We are contemplating other uses for that building in order to reduce costs. By de-coupling these activities from the location, we have an opportunity to become more efficient operationally.

What are the consequences of adopting or not adopting this package?

The consequences of adopting this package are that two staff persons will be retained and the Society will be able to continue to conduct statewide outreach activities.

What is the relationship, if any, to the state's capital budget?

None

What changes would be required to existing statutes, rules, or contracts, in order to implement the change?

None

Expenditure and revenue calculations and assumptions

Restoring the program at the carry forward level.

Positions Restored:

Preservation & Museum Specialist 5 at 0.8 FTE
\$145,884

Office Assistant 2 at 1.0 FTE
\$ 71,700

Which costs and functions are one-time? Which are ongoing? What are the budget impacts in future biennia?

This package contains only ongoing costs.

<u>Object Detail</u>		<u>FY 2016</u>	<u>FY 2017</u>	<u>Total</u>
A	Salaries And Wages	80,540	80,540	161,080
B	Employee Benefits	27,650	28,818	56,468
C	Professional Svc Contracts	2,699	2,699	5,398
E	Goods\Other Services	15,000	13,832	28,832
G	Travel	1,472	1,472	2,944
Total Objects		127,361	127,361	254,722

BASS - BDS017

State of Washington
Decision Package

FINAL

Agency: **390 Washington State Historical Society**

Decision Package Code/Title: **N4 Restore/Lease Capital Museum**

Budget Period: **2015-17**

Budget Level: **PL - Performance Level**

Recommendation Summary Text:

Due to prior budget cuts, the State Capital Museum housed in the Lord Mansion is now open only one day a week. The 9,000 sq. ft. building houses three part-time staff persons who are focused on outreach activities and local public programs, and the State Parks collections in the basement. This decision package proposes exploring leasing excess space in the State Capital Museum in order to offset operating costs for the agency, and to potentially create an important source of earned revenue.

Fiscal Detail

Operating Expenditures		<u>FY 2016</u>	<u>FY 2017</u>	<u>Total</u>
001-1	General Fund - Basic Account-State	57,461	56,654	114,115
184-6	Local Museum Acct-Wa St Hist Soc-Non-Appr	24,849	25,244	50,093
Total Cost		82,310	81,898	164,208
Staffing		<u>FY 2016</u>	<u>FY 2017</u>	<u>Annual Average</u>
	FTEs	.2	.2	.2
Revenue				
<u>Fund</u>	<u>Source</u>	<u>FY 2016</u>	<u>FY 2017</u>	<u>Total</u>
184 St Hist Museum Fund	0420 Charges for Services	24,849	25,244	50,093
Total Revenue		24,849	25,244	50,093

Package Description:**History**

The Lord Family donated the land and home to the State of Washington (not the Historical Society specifically) in February 1939 for public use. The building was dedicated for the purpose of becoming the State Capital Historical Association and Museum in 1983. In 1993, the State Capital Historical Association was merged with the Washington State Historical Society to gain operational efficiencies and save money. All assets, collections and staff were transferred to WSHS at that time.

In the 1980s, SCM served primarily as an arts center featuring 2 dimensional art and its historic collections. Attendance numbers went from 44,000/yr in 1980, to 25,700 in 1990, to 16,000 in 2000, and approximately 1,000 in 2013.

In 2004, WSHS earned its accreditation from the American Alliance for Museums. This then set a new standard for operations that prevented artifacts from being displayed at the State Capital Museum, because it lacks the sufficient environmental controls. Consequently, all artifacts were removed from storage and display at the State Capital Museum.

Current Operations at SCM

Current operations at SCM can be split into 3 categories:

- " Exhibits and Programs
- " Outreach Staff and Activities

" Rental Program

Exhibits and Programs

SCM features panel exhibits, along with exhibits that feature art or objects (not artifacts). Often, WSHS traveling exhibits are displayed there, along with other traveling panel exhibits. The museum is open on Saturdays only, and by appointment.

The major of activity that takes place at SCM are public programs. These include lectures in the Coach House, workshops, the annual Holiday Party, and movies on the front lawn in the summer. All of these are well attended, primarily from folks in town. Aside from the Holiday Party, most of these take place in the Coach House and not the main museum building.

Outreach Staff and Activities

Most of WSHS' outreach activities are based out of the SCM location. These include National History Day, the Women's History Consortium, and outreach to heritage organizations in the form of the Pacific Northwest History Conference, commemoration activities (ie the Quasquicentennial), our e-heritage newsletter and our quarterly technical workshops. All of the staff who support these activities are based at SCM. These activities could occur from any location.

Rental Program

SCM has two major renters. One renter occupies the top floor of the Coach House, and has done so for many years. He pays \$1,182/month. State Parks occupies the basement where they house part of their artifact collections. They pay \$17,400 per year for that space. SCM also regularly rents the coach house for private functions, and sometimes rents the main building for private functions and meetings, such as weddings, however these do not make up the majority of the rental income.

Conclusions

The SCM is of little utility to WSHS as a museum facility and it is a drain on resources to continue to operate as a museum. Without the ability to display artifacts, the museum will never be a significant draw. The building does not hold sufficient historical interest or unique qualities to justify conversion to a historic house museum. The SCM facility functions well as an Outreach Center, housing the History Day, Women's History Consortium, and Heritage Services staff and programs. These programs, however, could be operated out of any WSHS facility. The Coach House functions well as a program and workshop space, and lectures and events held there will often draw 20-40 people, but the audience served is limited geographically and often repeat visitors. This decision package proposes to close the State Capital Museum and lease the Lord Mansion. Depending upon the lease arrangement attained, WSHS staff may, or may not, continue to operate out of the Lord Mansion. We are seeking funding for these outreach activities through a separate decision package.

The costs involved with this decision package include:

- *Continued funding for SCM building maintenance and utilities
- *Funding to support a management contract with DES to oversee management of the site, and the new lease contracts.

Earned revenue from these rentals will be used to support agency operations including outreach, public programs, education, collections, and exhibits.

Please contact Jennifer Kilmer, Director, with questions at 253-798-5900 or jennifer.kilmer@wsht.wa.gov.

Narrative Justification and Impact Statement

What specific performance outcomes does the agency expect?

The following performance measures will be impacted:

- *Number of museum visitors for both the Washington State History Museum and the Washington State Capitol Museum - Because the State Capitol museum will be closed, it is possible the number of visitors will decline. However, with additional funds invested in exhibits and public programs at our primary location, it is possible that attendance will actually increase.
- *Non-state income as a percentage of total operating budget - earned non-state revenue from rentals will decrease state income as a percentage of our total operating budget.
- *Non-state income earned and raised - Non-state income in the form of rentals will boost earned revenue for the agency.

Performance Measure Detail**Activity: A005 Member, Donor and Public Relations**

		Incremental Changes	
		<u>FY 2016</u>	<u>FY 2017</u>
Outcome Measures			
001737	Non-state income as a percentage of total operating budget	0.70%	0.70%
Output Measures			
001740	Non-state income earned and raised	\$25,000.00	\$25,000.00

Is this decision package essential to implement a strategy identified in the agency's strategic plan?

The WSHS strategic plan has an objective to "Evaluate the sustainability of Olympia location." This evaluation has occurred, and the determination has been made that the facility will better serve the agency as a vehicle for earned income.

The strategic plan also states a goal to, "Strengthen institutional capacities within reduced budgets." One way to strengthen our institutional capacity is to direct

existing resources to the programs and activities that best serve the public, or that leverage additional revenue. The expenses associated with operating the State Capital Museum far outweigh the potential benefits of the programming offered through limited open hours.

Those same funds invested in collections management, statewide outreach, and development of traveling exhibits will serve far more people, as well as reinforcing the core mission of the Society.

Does this DP provide essential support to one or more of the Governor's Results Washington priorities?

The Governor has prioritized efficiency in government through Lean processes. As part of this Lean culture, the Results Model has been created. One aspect of this model is the following: > A value driven purpose: Focusing our work on what Washingtonians value ensures that we deliver the right products and services when and where needed.

WSHS believes that the proposed changes at the State Capital Museum are in line with this model. Instead of continuing to operate the facility in the same way that it has been for many years out of tradition, WSHS is adapting to the changing situation [ie no longer able to display artifacts in that location], the needs of the agency, and most importantly the needs of our audiences.

What are the other important connections or impacts related to this proposal?

Some may be disappointed in the loss of the State Capital Museum in the Olympia community. We believe that we can meet expectations of the community, however, by advancing a couple of causes through our outreach work:

1) Support the work of the Olympia Historical Society because of its existence the State Capital Museum has overshadowed the Olympia Historical Society (OHS). Having recently been bequested some private funds, the OHS is ready to move forward with a permanent location and expanded presence. WSHS has offered assistance to OHS in this endeavor, and we can continue to provide that assistance to ensure that heritage in Olympia is not neglected due to the loss of the State Capital Museum.

2) Programs and Exhibits off campus WSHS has formed productive relationships with the Secretary of State's office and the Chief Clerk of the House. Each agency desires to have a stronger heritage presence at the State Capitol, and we are actively looking for opportunities to display historic photos, temporary or even permanent exhibits at the Capitol. This helps fulfill the original mission of the State Capital Museum, and focuses those efforts on a destination that thousands of people visit each year. These efforts will be more cost effective than operating a small museum, and reach more people.

What alternatives were explored by the agency, and why was this alternative chosen?

Across time, several planning sessions and studies have been conducted to determine the highest and best use of the SCM. Options put forward have included:

- " Historic House Museum
- " Art Museum
- " Heritage Resource Center (outreach activities and meeting space)
- " Conference Center

Historic House Museum While the Lord Mansion is a nice facility, it lacks the charm, architectural details, and historic importance of other historic homes such as the Campbell House in Spokane, the Stimpson Green Mansion in Seattle, and the Kirkman House in Walla Walla. Even the most interesting and well appointed historic homes struggle to attract sufficient audiences to support operations these days.

Art Museum Olympia lacks an art center. However, the SCM mansion does not lend itself well to major art exhibits due to small room size, limited parking, and removed location. Additionally, an arts center falls squarely outside the WSHS mission.

Heritage Resource Center This is functionally what the building is being used for today, plus public programs in the Coach House and exhibits open one day a week. These activities, however, do not need to be conducted in Olympia, and in fact should likely be done more statewide to maximize audiences and reach.

Additionally, the facility would only support small meetings at best. It would not effectively compete with area hotels that can provide a wider variety of spaces and services.

SCM is in a residential neighborhood, and off the beaten track for visitors. It is not a natural tourism facility due to this location. Its proximity to the Capitol, however, makes it a desirable location for government related offices or other private renters.

What are the consequences of adopting or not adopting this package?

[Consequences of adopting this package]

The State Capital Museum will be closed to the public. The Lord Mansion will be leased in full or in part to an outside entity. If the property is leased in full, public programming will no longer occur from that location. If the property is leased in part, WSHS staff will continue to operate from the building and some public programming will continue at the facility, along with short term facility rentals (such as of the Coach House classroom space). The funds earned through lease of the building will be used to support WSHS exhibits, collections, and programs.

What is the relationship, if any, to the state's capital budget?

The State Capital Museum facility is periodically upgraded through the WSHS minor works budget. There may be some improvements to the building needed to support private rental and these would likely be carried out through the minor works budget of the Society.

What changes would be required to existing statutes, rules, or contracts, in order to implement the change?

RCW 27.34.900 states that the Lord Mansion shall "be known as the state capital historical museum. This structure is to be used to house and interpret the collection of the Washington state historical society." The collections of the Society have not been housed at the Lord Mansion for quite some time, however this change would mean that the collections are no longer interpreted at that facility and its use as a museum would no longer occur. This section of the RCW would need to be eliminated.

Expenditure and revenue calculations and assumptions

We do not have a good estimated rental income for renting out the "Lord Mansion" yet. Once this package is accepted, we will work with the Department of Enterprise to start marketing the property.

Which costs and functions are one-time? Which are ongoing? What are the budget impacts in future biennia?

This package contains only ongoing costs

<u>Object Detail</u>		<u>FY 2016</u>	<u>FY 2017</u>	<u>Total</u>
A	Salaries And Wages	9,820	9,820	19,640
B	Employee Benefits	3,360	3,360	6,720
E	Goods\Other Services	69,130	66,718	135,848
G	Travel		2,000	2,000
Total Objects		82,310	81,898	164,208

BASS - BDS017

State of Washington
Decision Package

FINAL

Agency: **390 Washington State Historical Society**

Decision Package Code/Title: **P1 Fiscal Staff Addition**

Budget Period: **2015-17**

Budget Level: **PL - Performance Level**

Recommendation Summary Text:

WSHS received two audit findings related to internal controls in 2014. The findings stem from insufficient staffing in the agency's fiscal office, preventing adequate oversight and compensating controls to minimize risk. The agency's ability to reconcile accounts, segregate duties, and introduce compensating controls such as third party verification are extremely limited given only two staff members in the fiscal office. The agency has compensated for this limited staffing by assigning certain fiscal duties to administrative, security and education staffing, which has reduced productivity in their respective departments. This package requests an additional fiscal analyst II for the fiscal office to ensure that WSHS is able to meet state standards in fiscal practices without sacrificing productivity and efficiency in the organization. The outcome we expect is achievement of best practices in fiscal management and no further audit findings for the agency.

Fiscal Detail

Operating Expenditures	<u>FY 2016</u>	<u>FY 2017</u>	<u>Total</u>
001-1 General Fund - Basic Account-State	54,621	52,051	106,672
Total Cost	54,621	52,051	106,672
Staffing	<u>FY 2016</u>	<u>FY 2017</u>	<u>Annual Average</u>
FTEs	1.0	1.0	1.0

Package Description:

WSHS received two audit findings related to internal controls in 2014. The first finding was related to inadequate internal controls for property accountability. The auditors found that the cause of condition included, "The agency reduced personnel and underwent high staff turnover in the 2012-2013 biennium. Administrative staff outside of fiscal operations performed duties such as managing the purchase card system, identifying accountable assets, and issuing property ID tags for assets identified for agency personnel. Tasks identified in the fiscal office included: establishing ACH payments to the credit card vendor, coding purchases, and appropriately recording assets. These issues contributed to the inadequate control environment." In essence, these fiscal duties have been carried out by administrative staff, in addition to their regular duties. Appropriate oversight for this function has not been provided by the fiscal office, due to lack of staffing. This package proposes to add staffing to the fiscal office so that appropriate oversight and documentation can occur to meet state requirements.

The second finding was related to inadequate controls in the use of purchase cards and procurement. Again, the cause of condition was reduction in personnel and assignment of these duties to non-fiscal staff without sufficient oversight from fiscal staff. In order to address these issues, we must increase our fiscal staffing so that critical operations can be moved back into the fiscal office, and so that those operations that are conducted by non-fiscal staff are appropriately monitored by fiscal staff to ensure compliance with state regulations.

September 24, 2014

This package requests the addition of a Fiscal Analyst II position to be added to the current fiscal staff, which includes a Chief Financial Officer and a Fiscal Analyst III. This additional staffing will ensure that proper segregation of duties can occur, without requiring assistance from non-fiscal staff, and that activities such as a physical inventory, reconciliation of purchase cards, and enforcement of procurement and contracting procedures can occur. Current staffing levels either prevent these activities from taking place (due to lack of time) or cause agency staff to be overworked. Consequently, we face significant turnover in the fiscal office.

This package will mean that acceptable workloads can be assigned to each fiscal staff member, and that many fiscal department functions can be returned to that department, allowing administrative and other staff to complete their full position-appropriate workload. Adding a fiscal staff person will also allow the fiscal office to carry out the many internal controls processes that are required by the state that require three separate individuals, in order to support segregation of duties. Consequently, the agency will meet state fiscal management standards and avoid further audit findings.

Narrative Justification and Impact Statement

What specific performance outcomes does the agency expect?

WSHS has an existing performance measure of "Number of audit findings." Implementing this package will reduce the number of findings for WSHS.

Performance Measure Detail

Activity:

Incremental Changes

No measures submitted for package

Is this decision package essential to implement a strategy identified in the agency's strategic plan?

The WSHS strategic plan has the objective of:) Implement new financial tracking and fundraising software to create administrative efficiencies, ensure audit compliance, and improve agency reporting and planning efforts. New financial tracking and fundraising software has been implemented, however we have found that even with the new efficiencies there is a need for additional fiscal staff in order to carry out the necessary processes and internal controls.

Does this DP provide essential support to one or more of the Governor's Results Washington priorities?

WSHS and its programs address the priority of state government to Improve cultural and recreational opportunities throughout the state. Additionally, as an educational institution, WSHS addresses the Results Washington goal of providing a world class education through our K-12 educational programs including field trips and National History Day program. This decision package will help the agency to carry out these activities better according to state fiscal guidelines.

What are the other important connections or impacts related to this proposal?

none

What alternatives were explored by the agency, and why was this alternative chosen?

WSHS has tried to handle insufficient staffing in the fiscal office by assigning specific fiscal duties to other staff members in reception, administration, and education departments. These individuals have high workloads in their own departments and their fiscal work is often viewed as secondary. Additionally, while they have been trained in their various duties, they are not trained fiscal staff who have a broad understanding of the SAAM manual and accounting best practices. This method of handling fiscal department workload has not been successful and we have determined that we must add fiscal staff.

What are the consequences of adopting or not adopting this package?

The consequences of adopting this package are that internal controls at WSHS will improve and the agency will be able to meet the expectations outlined in the SAAM manual and other state regulations. Additionally, the agency will improve internal controls such that future audits will produce no findings.

What is the relationship, if any, to the state's capital budget?

None

What changes would be required to existing statutes, rules, or contracts, in order to implement the change?

None

Expenditure and revenue calculations and assumptions

New position added:

Class Description: Fiscal Analyst 2

1st year; Range 44, Step C.
\$49,621

2nd year; Range 41, Step E.
\$52,051

Workstation setup: \$5,000 (one-time).

Which costs and functions are one-time? Which are ongoing? What are the budget impacts in future biennia?

This package contains one-time costs of \$5,000 for a workstation setup.

<u>Object Detail</u>		<u>FY 2016</u>	<u>FY 2017</u>	<u>Total</u>
A	Salaries And Wages	36,756	38,556	75,312
B	Employee Benefits	12,865	13,495	26,360
J	Capital Outlays	5,000		5,000
Total Objects		54,621	52,051	106,672

BASS - BDS029

State of Washington

Summarized Revenue by Account and Source

Budget Period: 2015-17
 Dollars in thousands
 390 - Washington State Historical Society
 Agency Level
 1A - Agency Request
 Supporting Text Included

9/25/2014
 7:41PM

	Maintenance Level		Performance Level		Biennium Totals		Total
	FY2016	FY2017	FY2016	FY2017	FY2016	FY2017	
184 - St Hist Museum Fund							
0420 - Charges for Services - S	538	545					
A0 - Close Capital Museum and Programs			(79)	(79)			
N0 - Restore the National History Day			27	27			
N3 - Restore Outreach Activities			27	27			
N4 - Restore/Lease Capital Museum			25	25			
Total - 0420 - Charges for Services - S	538	545			538	545	1,083
Total - 0421 - Publicatns/Documents - S	105	105			105	105	210
Total - 0499 - Other Revenue - S	181	181			181	181	362
0541 - Contributions Grants - P/L	341	320					
A0 - Close Capital Museum and Programs			(30)	(30)			
N0 - Restore the National History Day			25	25			
N3 - Restore Outreach Activities			5	5			
Total - 0541 - Contributions Grants - P/L	341	320			341	320	661
184 - St Hist Museum Fund - State	824	831	0	0	824	831	1,655
184 - St Hist Museum Fund - Private/Local	341	320	0	0	341	320	661
Total - 184 - St Hist Museum Fund	1,165	1,151			1,165	1,151	2,316
390 - Washington State Historical Society - State	824	831	0	0	824	831	1,655
390 - Washington State Historical Society - Private	341	320	0	0	341	320	661
Total - 390 - Washington State Historical Soci	1,165	1,151			1,165	1,151	2,316

A0 - Close Capital Museum and Programs

In order to meet the required 15% reduction in operating budget, this package proposes to close the State Capital Museum and Outreach Center to the public, eliminate public programs at that location, and sell the building. This package would eliminate lectures, public movie viewings, special events (such as Christmas at the Mansion), and exhibits at that location. Outreach programs currently operated out of the Lord Mansion such as the Pacific Northwest History Conference, technical workshops, and the Women's History Consortium would be eliminated. Additionally, public use of the facility through facility rentals would cease. The Lord Mansion, where the museum is housed, would be sold as surplus property, as there would no longer be a need for the facility once all programs are eliminated in that location.

N0 - Restore the National History Day

National History Day is a program that serves students in grades 6-12 in Washington. Each year, a theme is offered and students develop an exhibit, paper, website, documentary film, or original play through which they interpret and explore a historical topic that addresses that year's theme. Students compete at the school, regional, state, and national level through this program. The program teaches research methods, historical inquiry techniques, critical thinking, and other important skills. In 2014, 5,890 students participated in National History Day in Washington. This package would ensure continued funding for this program.

N3 - Restore Outreach Activities

This decision package proposes to restore outreach programs currently operated out of the Lord Mansion such as the Pacific Northwest History Conference, technical workshops, and the Women's History Consortium. These outreach programs enable the Society to serve heritage organizations and endeavors throughout the state, in addition to furthering history scholarship of statewide importance, such as women's history.

N4 - Restore/Lease Capital Museum

Due to prior budget cuts, the State Capital Museum housed in the Lord Mansion is now open only one day a week. The 9,000 sq. ft. building houses three part-time staff persons who are focused on outreach activities and local public programs, and the State Parks collections in the basement. This decision package proposes exploring leasing excess space in the State Capital Museum in order to offset operating costs for the agency, and to potentially create an important source of earned revenue.

BASS BDS030

Form B9-1

State of Washington

Working Capital Reserve

Budget Period: 2015-17
Agency: 390 Washington State Historical Society
Version: 1A Agency Request

09/25/2014

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Page: 1

		FUND ADMINISTRATOR AGENCY ONLY	FUND ADMINISTRATOR AGENCY ONLY
		RECOMMENDED ENDING FUND BALANCE	RECOMMENDED ENDING FUND BALANCE
FUND	FUND TITLE	Current Biennium	Ensuing Biennium
184	Local Museum Acct-Wa St Hist Soc	250,000	250,000

	Code	Title
AGENCY	390	Washington State Historical Society

NON-BUDGETED LOCAL FUND SUMMARY

DATE: 09/25/2014

[illegible]

* This column must agree with the 6/30/13 CAFR balance.

2015-17 Biennium

ELECTRONIC SUBMITTAL CONFIRMATION FORM

Agency Number: 390**Agency Name:** Washington State Historical Society

Agencies are required to provide electronic access to each decision package in their budget request as part of the submittal process. Confirm Option 1 or 2 below:

Option 1:

☐ This agency posts all decision packages for our 2015-17 budget request to our public facing website at the following URL:

URL: http://

Option 2:

☒ This agency does not post decision packages and has forwarded copies via e-mail to OFM.Budget@ofm.wa.gov.

These decision packages conform to our agency's ADA accessibility compliance policy.

Agency Contact: Christopher K Lee

Contact Phone: 263-798-5906

Contact E-mail: clee@wshs.wa.gov

Date: 9/25/2014